

Introduction

Following the receipt of your exam results all students wishing to confirm their place at Heathfield Sixth Form must have submitted a completed enrolment form along with the following required documentation by **Tuesday 29 August 2023**. After this date places on courses will be offered to other students.

Required Documents

To enrol at Heathfield Sixth Form the following documents are required:

- Completed Enrolment Form
- Signature for the Student and Parent ICT Acceptable Use Agreement
- Signature for the Cashless Catering Agreement

New to Heathfield Students also need to provide:

- Identification (Passport / Birth Certificate)
- GCSE Exam Results (Copies of statement of results / certificates)

Enrolment Procedures

The following enrolment procedures will apply based on students achieved grades.

1	Standard Enrolment	<p>Standard enrolment will take place if:</p> <ol style="list-style-type: none"> 1. The College minimum entry requirements have been met 2. Any subject specific entry requirements have been met 3. Course Programme agreed at application has not changed
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An enrolment conversation will have to take place for adjusted enrolment.

2	Adjusted Enrolment	<p>Adjusted enrolment will take place if:</p> <ol style="list-style-type: none"> 1. The College minimum entry requirements have been met 2. Entry requirements missed by one grade in one subject 3. Course Programme agreed at application has not changed
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3	Adjusted Enrolment	<p>Adjusted enrolment will take place if:</p> <ol style="list-style-type: none"> 1. Student has not gained a grade 4 in GCSE Maths or GCSE English Language 2. The College minimum entry requirements have been met 3. Any subject specific entry requirements have been met
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For both points 2 and 3 communication will need to take place with the Sixth Form team. These conversations may include:

- Students enrolling on a fourth course if an entry requirement is not met.
- Changes in our course offer to students based on grades achieved.

Subject places will be awarded to students who have met entry requirement first, therefore confirmation of places on courses will take place from **Wednesday 30 August** once all enrolment forms have been received by the College.

An enrolment meeting will have to take place for reviewed enrolment.

3	Reviewed Enrolment	<p>Reviewed enrolment will take place if:</p> <ol style="list-style-type: none"> 1. A student has met the College basic entry requirements 2. A student has not met entry requirements for the subjects applied for.
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Course Changes

Any student wishing to change a course must communicate with the Sixth Form Team. This can be completed by email, phone or a face-to-face meeting. Any course changes cannot be guaranteed even if entry requirements have been met. Priority for courses is always given to students who have applied for the course by the application deadline. Confirmation of course changes will be made after Wednesday 31 August.

Enrolment Timeline

Please see the timeline for enrolment below.

Stages	Date	Information
GCSE Results Day	Thursday 24 August	Current Heathfield students only on this day Sixth Form Team available.
<ul style="list-style-type: none"> • Following the release of results automatic enrolment letters will be sent to students who attend Heathfield Community College where entry criteria have been met. When a completed enrolment form is received your place will be confirmed. • Any students who fall into adjusted enrolment or reviewed enrolment must contact the college to discuss their application. 		
New to Heathfield Enrolment Day	Friday 25 August	Students to attend enrolment day if a discussion about results achieved needs to take place. Please contact the college to arrange a suitable time.
<ul style="list-style-type: none"> • Following the release of results, we can automatically enrol any New to Heathfield students when automatic entry criteria have been met. This will be confirmed based on the completion of the Enrolment Form, evidence of the results achieved and identification. Where possible this should be digitally sent into College. • Any students who fall into adjusted enrolment or reviewed enrolment should contact the College to discuss their application either by phone or in person. 		
Enrolment Deadline	Tuesday 29 August	After this time places on courses will be released to other students on waiting lists.
Enrolment Confirmation	From Wednesday 30 August	Following the enrolment deadline confirmation of places on courses will be sent to students on waiting lists.

Enrolment forms will be available digitally on the website. These can be printed or emailed directly to 6enrolment@heathfieldcc.co.uk prior to the results day. No forms will be processed until results and further information are received.

Key Contacts

During the process of enrolment you may be contacted by, or need to contact, a member of the Sixth Form Team. Please use the information below to direct your query.

Enrolment Processing & Meeting Bookings
Amanda Hollyman* - Sixth Form Administrator
01435 861986 (ext. 1267)
6enrolment@heathfieldcc.co.uk

College Transport and Pastoral Support
Karen Reed - Pastoral Manager
01435 866066 (1227)
kreed@heathfieldcc.co.uk

Enrolment Advice and Guidance (follow up communication)
Paul Evason - Director of Key Stage Five
pevason@heathfieldcc.co.uk

Enrolment Advice and Guidance (follow up communication)
Samantha White - Head of Year 12 and Year 13
swhite@heathfieldcc.co.uk

*Please note that in September we will have a change of staffing in this position. Please send all emails to the generic email address to ensure that they are received by members of the Sixth Form team.