

The options process was very thorough and students have been thoughtfully placed onto the right courses. We hope to avoid students requesting changes once the timetable has been completed and students have embarked on their courses.

If you feel the need to request a change of option for your child, you should do so as soon as possible. **These requests will only be considered up to the end of September 2025.** After this point it really is too late to start a course having missed four weeks of learning; this is over 10% of the year's lessons.

Option changes will only be considered where there is a valid educational reason for the change and a catch-up plan is in place and agreed by the Director of Faculty in the new subject. Due to the nature of timetabling and some courses being at full capacity, it is not always possible to make a change.

Option changes can only be implemented once all stages of this form have been appropriately completed.

Many thanks,  
Lucy James  
Deputy Headteacher

\*\*\*\*\*

**STEP ONE: To be completed by the student** and signed by a parent or guardian.

Student Name		Tutor group	
--------------	--	-------------	--

Current options	Details of requested change
	Which subject would you like to change from? Which subject would you like to take up instead?

Reason for the change being requested. <i>This must be a valid educational reason e.g. aligning with specific future study or career aspirations.</i>

Student signature		Date:	
Parent/guardian signature		Date:	

Hand this form in at Student Reception or directly to Mrs James (office in TU building).

\*\*\*\*\*

## STEP TWO: To be completed by the Deputy Headteacher

Date form received:	
---------------------	--

The above option change can be considered ☐

The above option change is not feasible ☐

Reason: .....

Current options		New options	
Block A		Block A	
Block B		Block B	
Block C		Block C	
Block D		Block D	
Notes			

Form returned to student		Date:
--------------------------	--	-------

\*\*\*\*\*

## STEP THREE: To be completed by the student and relevant Director of Faculty

Director of Faculty			
I have met with the student and agreed the following catch up plan			
Signed		Date	

\*\*\*\*\*

## STEP FOUR: To be completed by the student and parent or guardian

We confirm that we understand the changes which are being agreed to and that we adhere to the catch up plan as detailed above.

Student signature		Date:
Parent/guardian signature		Date:

\*\*\*\*\*

## STEP FIVE: For OFFICE use only

Option change agreed by LJ		Student informed	
Start date for timetable change		Parent informed	
LMH informed		New class teacher informed	