



**KING EDWARD VI
CAMP HILL
SCHOOL FOR GIRLS**

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SUBJECT CHANGE POLICY	
Responsible Board	Local Governing Body
Policy Officer	Janet Rose
Date Adopted	May 2023
Last reviewed	May 2023
Review Date	May 2025

GCSE Options (Year 9 into Year 10)

Students make their initial choice of GCSE subjects in the Spring Term after the Year 9 Options Evening and Progress Evening for Parents & Carers have taken place.

A Level Options (Year 11 into Year 12)

Students make their initial choice of Y12 subjects in the Spring Term after individual careers interviews, the Sixth Form Open Evening, Mock examinations, the Year 11 Progress Evening for Parents & Carers and an individual conversation with a Senior member of staff have taken place.

Students should also talk to their Subject Teachers, Form Tutors and if necessary their Head of Year who will support them in the decision making process. Students have the opportunity to ask questions about the process during PSHE lessons.

Once the courses have started students should recognise that the change to GCSE and/or A Levels may not always be straightforward and that they should talk to their Subject Teachers and their Form Tutor about any difficulties they encounter **prior** to requesting a change of subject.

The process for requesting a change is essentially the same for both year groups as explained below, however please note the slightly different dates.

	GCSE Options (Year 9 into Year 10)	A Level Options (Year 11 into Year 12)
Before the start of term in September	Students may request changes to the subjects they wish to study at GCSE by emailing or writing to Dr Rose, requesting a change of subject.	Students may request changes to the subjects they wish to study at A level by emailing or writing to Dr Rose requesting a change of subject. Some students may need to change their A level choices based on their GCSE outcomes.
After the start of term	Students should discuss any proposed subject changes with the relevant subject leaders, their parents and the Head of Year 10. A completed subject change request form (available from outside Dr Rose's office) should be given to Dr Rose.	Students should discuss any proposed subject changes with the relevant subject leaders, their parents and the Head of Year 12. A completed subject change request form (available from outside Dr Rose's office) should be given to Dr Rose.
DEADLINE	Last Friday in September	The first Friday in October

Please note that we will not extend these deadlines as the students will have missed too much learning to catch up effectively. If necessary, we will operate waiting lists for any subjects that are oversubscribed. Our option blocks are reviewed annually based on the student choices in the Spring and please note that each year there may be some subject combinations that are not possible.