

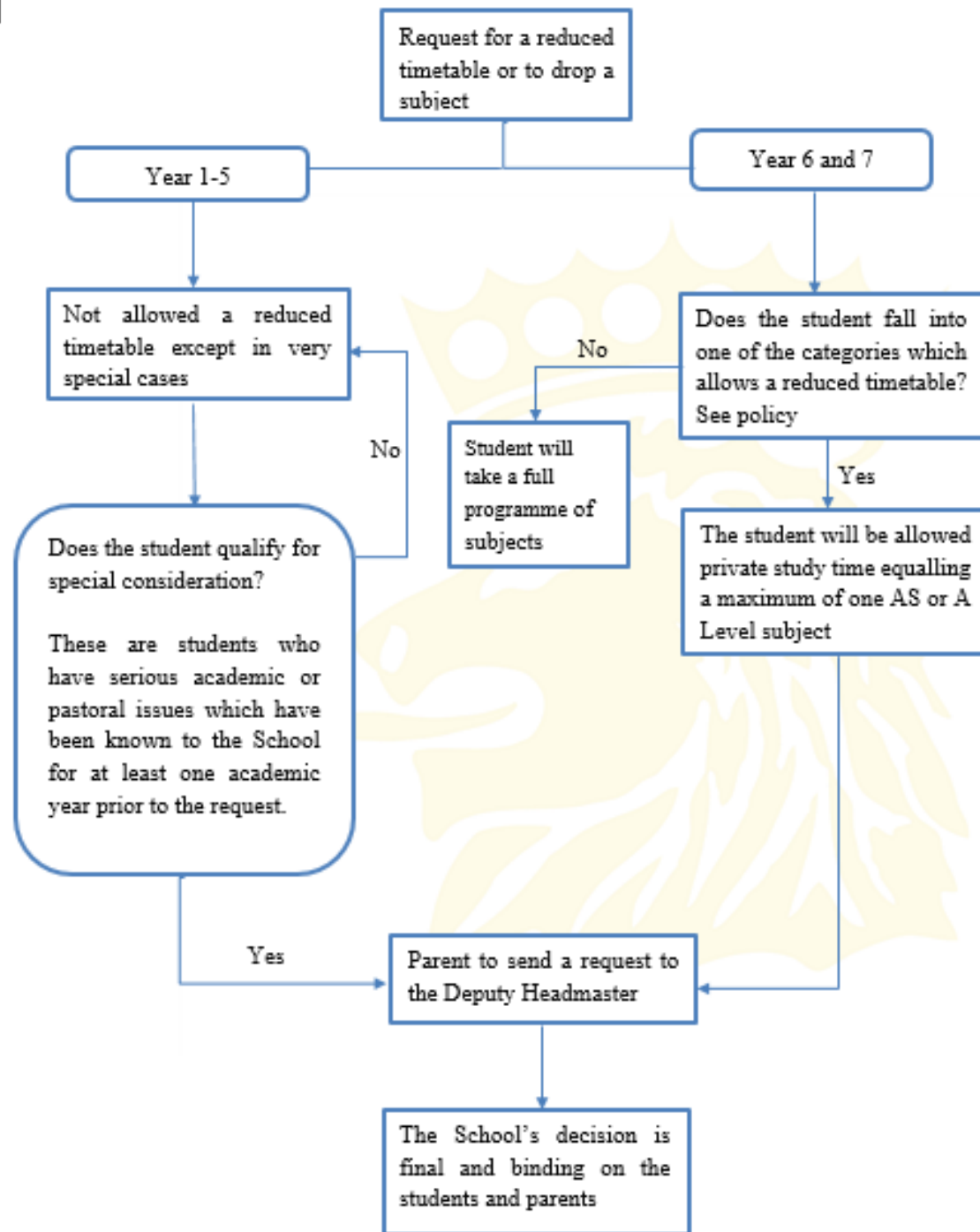
## Policy concerning students requesting a reduced timetable or to drop a subject for the Academic Year 2018-2019

- Students are **given** a reduced timetable under the following circumstances:
  - ✓ For serious academic issues such as:
    - Moving from Year 5 to 6 the student has below a Grade C (below Grade 4) in a number of subjects which restricts their option choices
    - Moving from Year 6 to 7 the student has below a Grade D in too many AS Levels. Student with less than a Grade D cannot continue to A Level without the consent of the HoD.
    - Attendance, attitude and motivation will also be considered when making such decisions.
  - ✓ A subject which is normally offered by the School is not available due to small numbers or timetable clashes, resulting in the student taking it outside the School.
  - ✓ For serious academic and/or pastoral reasons.
  - ✓ All cases will be viewed individually on their own merits
  - ✓ The final decision will be at the Headmaster's discretion and will be binding on the student and their parents.
- Students are **not allowed** a reduced timetable under the following circumstances:
  - × If they are doing extra IGCSEs or A Levels or other subjects/activities outside school through their own choosing.
  - × They are doing their maths in an unorthodox way and not in the way expected by the Mathematics Department.

### **Notes:**

- ❖ Students in Years 1 to 5 are not allowed reduced timetables and must attend their full programme of timetabled lessons unless they qualify for special consideration due to serious academic / pastoral issues which have been known to the School for at least one academic year prior to the request.
- ❖ Year 5 students requesting to be non-exam students will need to follow the full programme of lessons in the given subject until after their mock exams.
- ❖ For Maths requests the student should see the HoD in the first instance as the department will be in a better position to advise whether the students can benefit from remaining in class or not. The final decision will be made by the Deputy Head taking into account the advice of the Head of Maths
- ❖ For all other subjects the parent / student should make the request to the Deputy Headmaster

Policy concerning students requesting a reduced timetable or to drop a subject for the Academic Year 2018-2019 (Cont.)



Note: Year 5 students requesting to become non-exam students will continue with their normal lessons until after their mock exams. This will also apply to Year 6 students asking to drop a subject.