

August 2020

Hi

This email provides the detailed instructions about enrolment at Dixons Sixth Form for students whose previous school was not a Dixons School. As such it should be read carefully and any queries can be made by email to enrolment@dixons6a.com

Enrolment at Dixons Sixth Form takes part in two stages one is a physical visit to our campus and the other is a telephone enrolment interview. Both are required to fully enrol and become a student with us.

Part One – Physical visit to Douglas Mills

Students can complete this part anytime between 10:00 and 3:00 on Thursday the 20th August or Friday the 21st August

After you have collected your GCSE results we need you to come to our site and complete part one of enrolment. We are not operating appointments and you can come at any point in the specified window. For your visit to our site you must bring the following documents with you

- Proof of your GCSE results
- Proof of residence – a passport or birth certificate

Please wear freshly laundered casual clothing and as the entire process is strictly socially distanced face coverings are not required (though of course they are permitted). Sadly only the student wishing to enrol can come onto our site – but parents are welcome to park and wait in our Stone Arches car park (situated at the top of the cobbled street).

When you come on site you will be directed to reception where you will have your results and residency documents checked. You will then be directed to our Sports Hall where we will take an identity photograph of yourself and give you some materials to take away.

To help prepare you we have made a walk-through video of this part of your enrolment. Please watch this video as it will prepare you <https://youtu.be/4wWE37Q5SFO>

In summary part one achieved 4 things

- Results confirmation
- Residency confirmation
- Student photograph
- Collection of materials

Once you have completed part one we will send you an email with details of when we will contact you to complete part two – your telephone enrolment interview. This email should arrive within a few hours of your visit – any queries you have regarding this can be made to enrolment@dixons6a.com

Part Two – Telephone interview

We will be conducting the telephone enrolment interviews on the 20th, 21st, 24th and 25th August. Your interview will most likely be on the 21st or the 25th August – but we would ask you to be available to receive a phone call from ourselves on all of those dates.



When we ring you will have checked your GCSE results against the course entry criteria available on our website <https://www.dixons6a.com/admissions/entry-criteria> - we fully understand there may be issues with grades this year so don't assume anything about courses until you have spoken with us.

If you do not have the grades for the courses your offer of a place was based on then research potential alternatives (enrolment is be subject to availability) <https://www.dixons6a.com/why/our-courses>. Again do not assume anything before talking to us – this is just healthy research
Make sure your phone is charged!

During the day when we will ring you arrange to be in your home or a quiet space

If possible arrange for your parents to be around so they can be involved in your enrolment discussion.

Finally don't worry – we are here to help you and guide your choices – this is not a pass fail event.

Next Steps

After your interview we will hopefully have completed your enrolment. Term starts on the 1st September and we will send you more detailed information regarding this after your enrolment is complete. Details about FSM, bursary applications and many other things to help you prepare for term are detailed on the admission section of our website <https://www.dixons6a.com/admissions>. Summer work completed in handwriting on A4 paper should be brought with you on the 1st September.

In our information we tend to describe our permanent systems – however there will be changes due to our Covid-recovery, for example one change for September is that we do not want students to wear suit jackets or blazers – simply smart tops for female students and shirts with a tie for male students (in other words clothing that is easier to change and wash regularly).

The process explained in this email is of course shaped by the current climate. Regardless of that, starting Sixth Form is still an exciting adventure – in an adult, university style, environment you get to start studying a small number of courses that really fit with your interests.

I look forwards to meeting you at enrolment and wish you all the best with your GCSE grades.

Mark Rothery

Principal



