

16<sup>th</sup> July 2020

Dear Parent/Carer,

**RE: Enrolling into the WMG Academy Sixth Form (External Students)**

We are writing to confirm the arrangements for students in Year 11 who are receiving their GCSE results this summer and wish to join the WMG Academy Sixth Form in September. This process will be entirely virtual due to the current government guidance of minimising the number of people in the building in August.

**Enrolment into Sixth Form**

Students wishing to enrol into the Sixth Form should send a scanned copy or clear photography of their GCSE results slips and confirm in writing to [admissions@wmgacademy.org.uk](mailto:admissions@wmgacademy.org.uk) that they wish to enrol. Please ensure that you include all qualifications you receive, as well as GCSE results that you have achieved, including those sat in previous academic years. At this point, you will then either receive written confirmation of your successful enrolment and option subjects or a phone call to guide your pathway/entry into the Sixth Form. We ask that students complete this process at the earliest possible opportunity once they have received their results.

We understand that some local schools are distributing GCSE results by post or email and therefore this could delay the receipt of results. If this is the case, don't worry as our enrolment team will be available until Friday 28<sup>th</sup> August to handle your entry into the Sixth Form. Similarly, if you have any other enquiries, please email the above email address and we will respond as soon as we can.

In the meantime, we wish you a restful summer break and look forward to seeing you in August.

Yours faithfully,



Mrs K Tague  
Executive Principal



Mr M Brady  
Associate Principal