



ST MARY'S  
CATHOLIC SCHOOL

## Students Changing / Leaving Courses

### Rationale:

This policy documents the school's procedures when students on options courses in Years 10-13 ask to change or leave a subject.

### Procedures:

1. The student must discuss any proposed change with the Assistant Headteacher (Curriculum) (Years 10-13) and Director of Sixth Form (Years 12/13). These members of staff will consult the teachers of those courses.
2. No changes are allowed after 3 weeks in which the course commenced, except in special circumstances (e.g. medical concerns) – for which evidence may be required.
3. Changes can only be authorised by the Headteacher. Pupils cannot change or leave courses without this authorisation.
4. Any agreed changes must be conveyed in writing to parents, and included in the staff bulletin.

### Evaluation:

The policy will be reviewed in order to be sure that:

- it is inclusive, and fair for all students
- all staff are clear who should attend their classes.

### Review

Governor Committee: School Improvement Committee

Date of review: June 2017

Next Review Date: October 2019