



## Whom should I see about my GCSE results...?

|  |   |             |
|--|---|-------------|
| I have met the entry threshold, and I wish to accept my Sixth Form offer without changes to my A Level options.                  | Miss Mackintosh (11am)<br>Miss Nicholls<br>Mrs Wimpenny | Main office |
| I have met the entry threshold, and I wish to accept my offer, but I would like to change or discuss further my A Level options. | Mr Woods  | MSh Office  |
|  | Ms Banks  | MTa office  |
|  | Dr Robertson  | ARo Office  |
| I am unsure if I have met the entry criteria for my combination of subjects, and I need advice.                                  | Mr Woods  | MSh Office  |
|  | Ms Banks  | MTa Office  |
|  | Mrs Clements  | JEd Office  |
|  | Dr Robertson  | ARo Office  |
| I wish to leave Sweyne Park.   | Mrs Clements  | JEd Office  |
|  | Ms Banks  | MTa Office  |
| I am making an application for the first time today.   | Ms Banks  | MTa Office  |
|  | Dr Robertson  | ARo Office  |
| I wish to make an appointment to see a member of the Sixth Form Team later today or on another day                               | Mrs Ford  | Foyer       |



# Whom should I see about my A Level results...?

## Administration of UCAS Pathway students

| Scenario  | Staff                        | Location                 |
|---|------------------------------|--------------------------|
| Student has secured entry to university (either firm or insurance choice) and intends to accept the offer                                 | Mr Woods<br>Ms Banks         | MSh Office<br>MTa Office |
| Student has secured entry to their insurance choice of university but does not want to accept the offer (i.e. may have to enter Clearing) | Dr Robertson<br>Mrs Clements | Main Office              |
| Student has missed the entry threshold for both their firm or insurance choice of university (i.e. will have to enter Clearing)           | Mrs Clements<br>Dr Robertson | Main Office              |
| Student has met and exceeded their offer and wishes to apply to a different university  | Mrs Clements                 | Main Office              |
| Student has secured entry to university but has now made other plans to enter employment or training                                      | Mr Hawkings                  | EHa Office               |

## Administration of Professional Pathway students

| Scenario   | Staff        | Location    |
|--|--------------|-------------|
| Student has a firm offer of employment or an apprenticeship, and has met the eligibility requirements                                    | Ms Banks     | MTa Office  |
| Student has a firm offer of employment or an apprenticeship, but has <b>not</b> met the eligibility requirements                         | Mr Hawkings  | EHa Office  |
| Student has changed their mind about employment or an apprenticeship, and would like to make a first approach to university via Clearing | Mrs Clements | Main Office |
| Student has no firm post-18 plans and needs careers guidance   | Mr Hawkings  | EHa Office  |