



# Notley High School & Braintree Sixth Form



Headteacher: Miss M Ryan

19 July 2023

Via email:

Dear Offer Holders, Parents and Carers

## Instructions for enrolment

Thank you for applying to Braintree Sixth Form. When you collect your GCSE results on Thursday 24<sup>th</sup> August, there will be a letter from us in your envelope. If you have achieved the grades needed to study your chosen subjects, there will be a letter offering you a place in the sixth form. You will need to either accept or decline the offer by email by 17.00 that day, at the latest. If you wish to change any of your subject choices, please indicate that in the email; we will then telephone you to discuss whether this is possible.

If you have not got the necessary grades to join Braintree Sixth Form, there will be a letter informing you of this. Please be advised that we are not able to accept people who do not meet the entry requirements.

If you have not met the entry criteria for at least one of your subjects but have the grades to study different subjects in the sixth form, you will receive a letter confirming that we will telephone you to discuss your options. We will telephone you after 10.00 on results day.

Please do not come into the sixth form; all enquiries should be communicated via email to [sixthform@braintreesixthform.com](mailto:sixthform@braintreesixthform.com)

All successful candidates will receive a confirmation email on Tuesday 29<sup>th</sup> August which will contain a link to the enrolment form which needs to be completed by parents and returned to Braintree Sixth Form by Monday 4<sup>th</sup> September. Term will begin on Wednesday 6<sup>th</sup> September.

If your contact details have changed since completing the application form, please email [melissa.arthur@braintreesixthform.com](mailto:melissa.arthur@braintreesixthform.com) by Friday 21<sup>st</sup> July.

Yours faithfully

Ms C Dunton  
Head of Sixth Form

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