



Changing or Dropping Subjects

Responsible member of staff: **S. Brooks**

Review date: **September 2023**

Next review: **September 2025**

Changing Subjects

In order to change an option choice, a written request from a parent/guardian is required explaining that a pupil would like to change from one subject to another. Any changes are considered on a case by case basis. They take into account the amount of work needed for the pupil to catch up, whether the subject they wish to join is at its maximum number in the class, or there is an option block clash.

Dropping Subjects

Unless there are exceptional circumstances (which are listed below) the option of 'dropping subjects' does not exist. Once a pupil has opted for a subject in KS4 they are committed to that subject for the duration of the key stage and should be entered for the most appropriate tier of entry at the end of the key stage. It is the responsibility of the teacher, under the direction and support of the Curriculum Group Leader, to ensure that the pupils are engaged in that subject for the whole of the key stage, and that they support the pupil to achieve their target minimum grade (or higher) in that subject at the end of the key stage. 'Not coping' or 'not enjoying' the subject does not justify the pupil dropping the subject. If a pupil is not coping, or not enjoying a subject, the teacher has a responsibility to deal with this, supported if necessary by the Curriculum Group Leader. This includes lack of progress resulting from poor attendance. In the case of poor attendance, the teacher should alert the Curriculum Group Leader that they have a concern at an early stage before the problem escalates.

Exceptions

There are two exceptions, which in exceptional circumstances could permit a pupil to drop a subject. In these situations, the pupil is re-timetabled to an Independent Study group:

- If a student has got significant learning difficulties and has a pupil passport (i.e has a EHCP): In this case the Curriculum Group Leader or SENDCO should refer the issue to the Senior Leadership Team, who will assess whether dropping the subject and re-timetabling for Independent Study is an option. The Head teacher will make the final decision.
- If a pupil has significant emotional or health problems, which are affecting the pupil's ability to achieve in the subject: In this case the Curriculum Group Leader or SENDCO should refer the issue to the Senior Leadership Team, who will make an assessment of whether dropping the subject is an option and how to give alternative provision. Once the assessment is completed, the Head teacher will make the final decision.