



Dear Student & Parent/Carer

Thank you for requesting an application pack for the Sandwell Academy Sixth Form September 2019 admission.

I have pleasure in enclosing a prospectus, an application form and a form with which to register for our Information Evening.

A compulsory part of the admissions process is attendance at an Information Evening, which is scheduled for **Wednesday 30 January 2019**. Please ensure that you complete and return this form by Friday 25 January as places are limited. We will send you a confirmation letter to bring with you on the night.

The Information Evening presentation begins at 7.00pm prompt but students who would like a tour of the Academy prior to the presentation should arrive between 6.00pm and 6.15pm to allow adequate time for a tour. **Please note that students must be accompanied by a parent/carers. Unaccompanied applicants will not be admitted. We would also request that young children under the age of eight do not attend the evening.**

Once we have received your completed Application Form and you have attended the Information Evening, you will then receive a formal invitation to discuss your particular courses of study. Following this meeting, I will then be in a position to offer places to students for the academic year 2019/2020.

Please note that attendance at the Open Evening is a compulsory part of the admissions process and students who do not attend will not be invited to discuss their course of study.

Please do not hesitate to contact the Academy if you require any further information.

Assuring you of my co-operation

Yours sincerely

**I Williams
Headteacher**

NOTE: Please ensure that the CORRECT POSTAGE is applied to any envelope you send – there may be an additional charge for any larger size envelope.

