



October 2018

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 **Tuesday 13 November 2018**. Please ensure that you register for this event by Friday 9 November 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 I will then be in a position to offer places to students for the academic year 2019/2020. You may receive a formal invitation to discuss your particular courses of study.

Please note that attendance at the Information Evening is a compulsory part of the admissions process and students who do not attend will not be offered a place in Sixth Form at Sandwell Academy.

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

Assuring you of my co-operation.

Yours sincerely

Mr 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.

