

14 July 2020

Dear Year 13 students and parents

Arrangements for A Level Results and post-Results support

We are writing to outline our arrangements for the distribution of A Level results and post-Results support in relation to Higher Education and employment on Thursday 13 August, and in the days which follow.

1. Examination results will be e-mailed to students on the morning of Thursday 13 August 2020 as soon as possible after the results embargo is lifted at 8am.
2. The Sixth Form Team and other senior staff will be available to help students on Thursday 13 and Friday 14 August with any concerns or queries that they have in relation to results and/or their next steps. In the interests of minimising risk and keeping students safe in line with current government advice, all meetings will be conducted via telephone or videoconference where practicable. Students should only come on site by prior appointment, and if a query cannot reasonably be addressed remotely.
3. All staff appointments will be booked centrally via Mrs Abel, either by telephone or via e-mail (JAbel@sweynepark.com) or by telephone on 01268 784721.
4. On Thursday 13 and Friday 14 August, students will be administered as follows:

Administration of UCAS students

Scenario	Staff	Method
Student has secured entry to university (either firm or insurance choice)		Confirmation via e-mail to HBa/ARo. No appointment necessary.
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)	HBa JMa	Telephone appointment
Student has missed the entry threshold for both their firm or insurance choice of university (i.e. will have to enter Clearing)	JCI ARo	Appointment in person or via telephone
Student is eligible for Adjustment	JCI	Telephone appointment
Student has secured entry to university but has now made other plans to enter employment or training		Confirmation via e-mail to HBa/ARo. No appointment necessary.

Administration of non-UCAS students

Scenario	Staff	Method
Student has a firm offer of employment or an apprenticeship, and has met the eligibility requirements	Any	Confirmation via e-mail to HBa/ARo. No appointment necessary.
Student has a firm offer of employment or an apprenticeship, but has not met the eligibility requirements	EHa	Telephone appointment
Student has changed their mind about employment or an apprenticeship, and would like to make a first approach to university via Clearing	JCI	Appointment in person or via telephone
Student has no firm post-18 plans and needs careers guidance	EHa	Appointment in person or via telephone

5. All appointments on Monday 17 and Tuesday 18 August will be by prior appointment only.

We very much regret that face-to-face meetings will need to be kept to a minimum during what can be a stressful period. However, please be reassured that students will still be exceptionally well supported throughout the Results process.

If you have any queries about our plans for the administration of A Level Results, please do not hesitate to contact me via e-mail on ARobertson@sweynepark.com.

Yours faithfully



Dr Alick Robertson
Assistant Headteacher: Head of Sixth Form



Ms Helen Banks
Head of Year 13