



SUBJECT CHANGE

At The Wallace High School, we understand that students may occasionally need to change their selected GCSE/A Level subjects for various reasons. This policy outlines the guidelines and deadlines for subject changes.

Students (in partnership with their parent/guardian) **must** seek guidance from the school's Careers Department (and the Head of the Department of the new subject) when considering subject changes to ensure that their choices align with their academic and career goals.

1. Eligibility for Subject Change:

Students may request changes to their subject choices if they meet the following criteria:

- The requested subject change is possible within the timetable structure.
- The student meets the necessary subject criteria (AS level only).
- The class does not exceed the maximum capacity.
- The change aligns with the student's academic and career goals, as determined by a consultation with the Careers Department.
- The request is made within the specified timeframe (See section 2).

2. Subject Change Timeframe:

Subject changes will be accepted only within the following time frame:

- The subject change request period will be open from the date of the initial subject choice return through to **November 1st**. This period allows students a reasonable window to assess their subject choices and make informed decisions.
- Changes beyond this date will only be allowed in exceptional situations. An application to change subject beyond this date should be sent in writing to the Head of Year, documenting the appeal.

3. Procedure for Subject Change:

Students seeking to change subjects must have their parent/guardian submit a formal request to the student's Head of Year.

- The request must include a brief statement explaining the reason for the change and must be signed by the appropriate parent or guardian.
- Each change of subject request will be reviewed and approved case-by-case. This review will consider class size, subject criteria, and timetable feasibility.
- The school reserves the right to deny a change of subject for timetable/class size reasons or when a student does not meet the course criteria.
- If the change is approved, the student should inform the subject teacher of their original subject.

Subject Change Process

