

July 2017

Dear Student

I hope you are enjoying your break from exams. I am personally very excited about welcoming you as a sixth former here at Shoreham Academy. As you wait for your results it is essential that you use your time effectively to prepare for sixth form, where you will become part of an ambitious and aspirational environment with the highest expectations for success.

It is important you realise that the leap to sixth form learning is **MASSIVE** and the expectation for you to complete large amounts of work independently needs to be understood right from the start. You will also be making the most important decisions of your life in the next two years but be assured we will help you every step of the way.

**On Enrolment Day, Monday, 4th September, you will be expected to bring:**

1. **a copy of your exam results** (We are not able to enrol students without evidence of exam results)

***If not provided on 3<sup>rd</sup> July for induction day one please bring:***

2. **three passport photos (for security ID)**-Please write your name on the back of each photo
3. **£45 Sixth Form Fund\*** -This must be paid through ParentPay. (Students in receipt of FSM/bursary payments are exempt. External students will not be able to access ParentPay until after enrolment)

*\*This one-off payment contributes to the unique requirements of sixth formers including the large printing costs, subscriptions to academic journals such as The Economist, weekly newspapers and daily refreshments including tea and coffee for the sixth form kitchen.*

**By Enrolment Day students will be expected to have completed:**

4. **a personal statement/CV** using the template provided overleaf. Once this is completed it needs to be e-mailed directly to [sixth.form@shoreham-academy.org](mailto:sixth.form@shoreham-academy.org)

All Year 12 Level 3 students also take part in Work Experience for a week in early July. Take the opportunity over the summer to think about what interests you and where you would like to do your Work Experience.

If you have any questions or concerns contact us on [sixth.form@shoreham-academy.org](mailto:sixth.form@shoreham-academy.org) or 01273 274100 (313)

Yours sincerely,



**Mr Felton**  
**KS5 Director of Learning**  
**Assistant Principal**  
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**Principal: Jim Coupe**

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*Please edit*

## NAME OF PERSON

1 The Street, Town, County, BN25 1AB,  
01323 321654 / 07123 4567  
[goodemployee@work.com](mailto:goodemployee@work.com)

### Personal Statement

Describe yourself, what you are like as a person and your dream and ambitions after you leave the sixth form.  
Give some personal skills that you have gained through work experience or leisure activities that will help you to succeed in your courses and life in the sixth form

### Education

**Please complete**

2014 ~ Present

Name of Secondary School

2009 ~ 2014

Name of Primary School

### Qualifications

If you have any academic qualifications already, put them in here, if not just delete the section

### Subjects currently studying and expected grades (July 2017)

**Please complete**

GCSE English	A	GCSE Maths	A
GCSE Science	B	GCSE Business	B
GCSE Art	C	GCSE	C
GCSE PE	D	GCSE	D

### Work experience

List positions of responsibility that you have held and/or volunteering work you have done both in and out of school eg.

July 2015 - Present                      I babysit for my next door neighbour's 5 year old daughter

May 2014 – June 2015    I used to complete a paper round but finished to concentrate on my GCSEs

### Leisure & Interests

Write about your hobbies – include sports, things you like doing in your spare time **including activities that demonstrate your interest in the courses you have chosen.**

### Achievements

Describe achievements of which you are proud and any qualifications you may have gained eg. Lifeguard, Duke of Edinburgh

### Referees

Give the names and addresses of two people who will say good things about you – they can't be family members!