



FOUNDED 1900

**THE ENGLISH SCHOOL**  
A SECOND CENTURY OF EXCELLENCE

## Policy concerning students requesting a reduced timetable or to drop a subject for the current academic year

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### The English School

The person responsible for Policy	Stuart Walker - Headmaster
Ratified by	Stuart Walker - Headmaster Ursula Pantelides – Senior Assistant Head
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## Introduction

This document is to inform parents and students of the process for students requesting to follow a reduced timetable or drop a subject.

## Students eligible for a reduced timetable

Students **are given** a reduced timetable under the following circumstances:

- For serious academic issues such as:
  - Moving from Year 5 to Year 6 the student has achieved a Grade 'C' (below Grade '5') in a number of subjects, which restricts their option choices.
  - Please note: Students with less than a Grade 'D' in a Year 6 subject cannot continue to Year 7 A-level without the consent of the Head of Department

**Note:** The student's attendance, attitude, and motivation will be considered in making such decisions.

- A subject, which is normally offered by the School, is not available due to small numbers or timetable clashes, resulting in the student taking it outside the School.
- For serious academic and/or pastoral reasons.

**Note:** All cases will be viewed individually on their own merits. The final decision will be at the Headmaster's discretion and will be binding on the student and their parents.

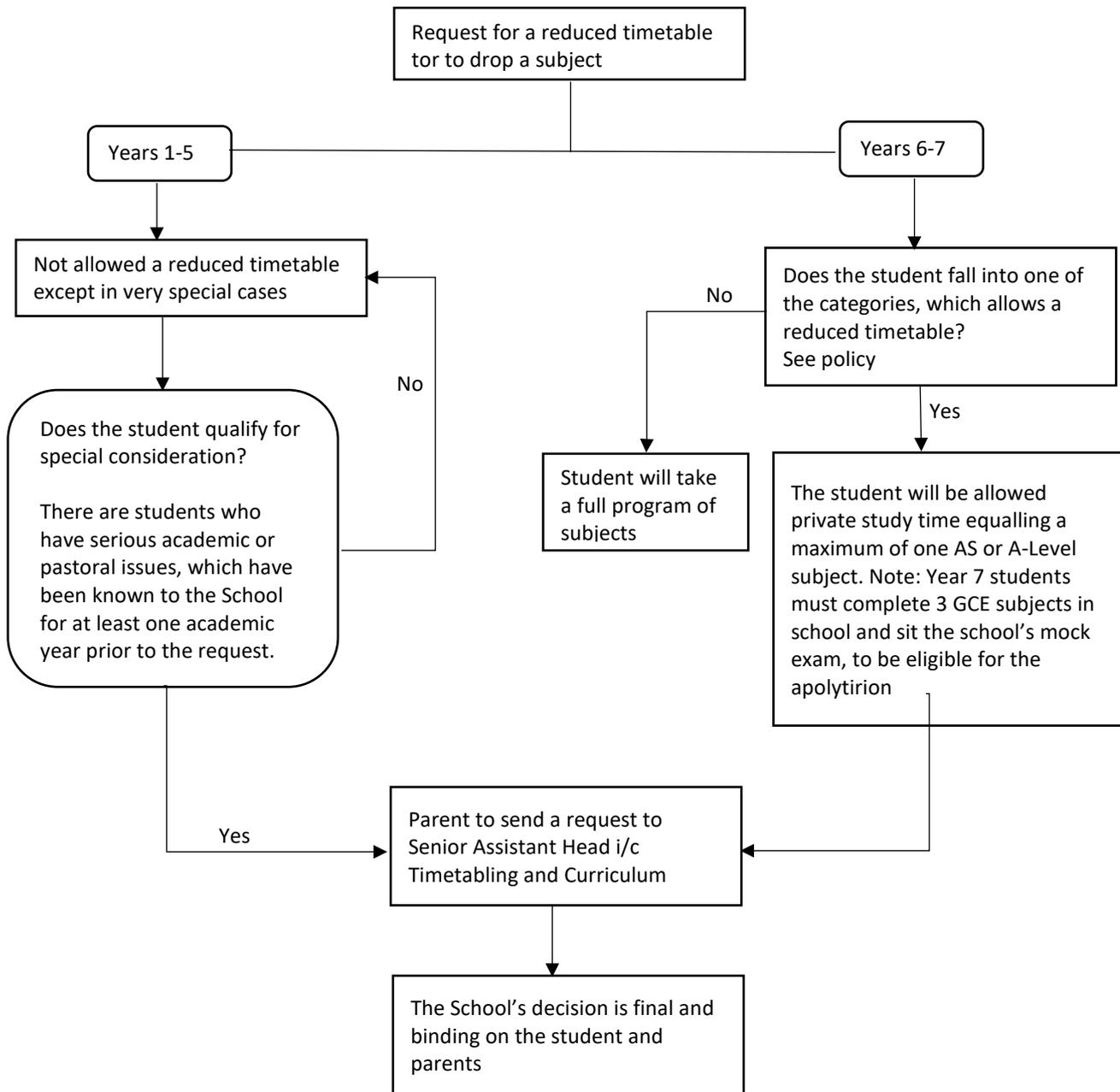
Students **are not allowed** a reduced timetable under the following circumstances:

- If they are doing extra IGCSEs or A-Levels, IAL's or other subjects/activities outside the school, of their own choosing.
- They are doing their Maths in an unorthodox way and not in the way expected by the Mathematics Department.

## Additional notes:

- Students in Years 1 to 5 are not allowed reduced timetables and must attend their full program of timetabled lessons. The only exception is if they qualify for special consideration due to serious academic/pastoral issues which have been known to the School for at least one academic year prior to the request. In these special cases, non-exam students will need to follow the full program of lessons in the given subject until the end of the academic year, but will be given the opportunity to withdraw from one of their external exams after the Mock periods.
- All requests should be made to Ursula Pantelides, Senior Assistant Head ([ursula.pantelides@englishschool.ac.cy](mailto:ursula.pantelides@englishschool.ac.cy)) who will also consult with Pastoral colleagues.

Request flowchart



**Note: Year 5 students requesting to become non-exam students will continue with their normal lessons until after they have completed the whole Year 5 course. Students who fail to complete the full academic programme for their year of study, will not be eligible for school prizes in that year.**