


Holmwood Technical High School


CHRISTIANA P.O., MANCHESTER, JAMAICA, W.I.

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 holmwoodtechnicalhigh.org.jm

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SIXTH FORM APPLICATION FORM

DATE: _____

APPLICANT'S INFORMATION

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____ TEL. NO: _____

EMAIL ADDRESS: _____

LAST SCHOOL ATTENDED: _____

PARENT'S/GUARDIAN'S INFORMATION

NAME: _____

RELATION: _____ TEL. NO: _____

SUBJECTS PASSED	YEAR	GRADE	SUBJECTS PENDING	YEAR

EXTRA-CURRICULAR ACTIVITY: _____

NB.: Please read the reverse side before filling out this Application Form.

INFORMATION SHEET

1. Sixth Form is a Two-Year Post-Secondary Education Programme.
2. At Sixth Form, subjects are pursued at the Caribbean Advanced Proficiency (CAPE) Level. The opportunity also exists to pursue courses towards Occupational Associate Degree Programmes.
3. CAPE allows for entry to Universities.
4. CAPE carries Single Unit and Double Unit Subjects.
5. Students MUST have the relevant CSEC pre-requisites for the subjects to be done at the CAPE Level.
6. Successful applicants without passes in Mathematics or English Language will be required to pass the subject in CSEC prior to completing year two of the programme.
7. Students must have Grade I, II or III in at least five (5) subjects for entry to Sixth Form.
8. To FULLY matriculate to the CAPE Programme, students should be pursuing TWO Double Unit subjects along with ONE of the compulsory subjects for each year

SUBJECTS OFFERED AT THE CAPE LEVEL

(Students are to choose from EITHER Group A only OR Group B only along with the Compulsory Subjects)

	SUBJECT OFFERINGS	PRE REQUISITE SUBJECT(S)	SUBJECTS YOU WISH TO PURSUE
COMPULSORY SUBJECTS	Caribbean Studies	Geography/History/Social Studies	
	Communication Studies	English Language	
	Integrated Mathematics	Mathematics	
Two Unit Subjects GROUP A ARTS/HUMANITIES & BUSINESS STUDIES	Accounting	Principles of Accounts/Mathematics	
	Management of Business	POB and POA	
	Economics	Economics/POB/Mathematics	
	Information Technology	Information Technology	
	Sociology	Social Studies/Caribbean History	
	History	Caribbean History	
	Digital Media	Visual Arts/Information Technology	
Law	History/Literature/Social Studies/English Language		
Two Unit Subjects GROUP B SCIENCE AND TECHNICAL	Information Technology	Information Technology	
	Pure Mathematics	Mathematics	
	Agricultural Science	Agricultural Science	
	Biology	Biology	
	Chemistry	Chemistry	
	Physics	Physics	
	Environmental Science	Chemistry/Biology/Physics/H&S Bio	
	Physical Education & Sports	Physical Education & Sports	
	Food & Nutrition	Food, Nutrition & Health	
	Building & Mechanical Engineering Drawing	Technical Drawing/Mathematics/Physics	
	Electrical & Electronic Technology	Electronics/Electrical Technology & Physics	
	Green Engineering	Electronics/Electrical Tech/Physics/Building and Furniture Technology	

TERMS FOR ACCEPTANCE FOR 2023/2024

It is important that you carefully read all terms and conditions which will help to guide your commitment to enrolling in the 6th Form Programme at Holmwood Technical High School. Please note that signing this document is legally binding.

PRE-QUALIFICATION REQUIREMENTS

To qualify for Provisional Enrolment to the Holmwood Technical High School 6th Form Programme, the following criteria must be satisfied:

1. Completion of the HTHS 2023-2024 Sixth Form Application Form
2. Attend and participate in a scheduled panel interview
3. Submit the following documents:
 - ✓ Updated School Transcript or Summer Report Cards for the period 2021-2022 & 2022-2023
 - ✓ Letter of recommendation from last school attended
 - ✓ Passport Size Photograph
 - ✓ Updated Resume
 - ✓ CSEC/CAPE Examination Results Certificate – (where available)

INTERVIEW

Having satisfied all the criteria, you will be invited to participate in an interview process.

FULL LOWER 6 CAPE MATRICULATION

Where you are provisionally admitted, having secured acceptable passes in five or more subjects to include Mathematics and English Language, you will be upgraded to the status of “Fully Matriculated”.

PROVISIONAL UPPER 6 CAPE MATRICULATION

Having satisfied the pre-qualification requirements, you will receive a provisional admittance status. Upon receiving favourable passes in the 2023-2024 sitting of the CAPE Examinations, you will advance to Year Two.

Where, as a provisionally admitted student, you have failed to secure favourable passes in your Year One CAPE examinations, you may be approved to advance to Year Two. However, this is based on the recommendation of your subject/course teachers.

DUAL PROGRAMME (CSEC & 1st Year CAPE)

Where, as a provisionally admitted student, you fail to secure three (3) or more CSEC passes including English Language, you will be directed to register in the Dual Programme.

The Dual Programme will allow you to maintain your provisionally accepted status pursuing CAPE courses, while being registered with the Evening Institute arm of the institution where you will pursue the requisite CSEC subjects.

You will maintain the Provisional status until you receive an acceptable pass in the required subject areas at the CSEC level.

Charges associated with the Evening Institute arm of the institution under the “Dual Programme” will be communicated to you and your parents. If you are not be able to honour all fees at once, a payment agreement will be proposed.

Students who, at the end of the academic year 2023-2024, fail to secure acceptable passes in their CSEC subjects may advance to year 2 of the CAPE programme. However, prior to graduating or receiving both year 1 and 2 CAPE Results, they must satisfy the full matriculation requirement of the Sixth Form/CAPE Programme.

Where the student fails to secure acceptable passes in their CAPE Courses, they will, at their own expense, be afforded the opportunity to re-enrol in the new academic year and re-sit these courses.

CSEC PROGRAMME

In the event that, as a provisionally admitted student, you fail to satisfy the requirements for full matriculation, having received less than two CSEC subjects, you will be registered under the Evening Institute arm of the institution for pursuance of the subjects failed. As a now enrolled CSEC student, you will not be eligible to pursue CAPE Courses for the academic year 2023-2024.

The fees paid at the initial registration will automatically be transferred to the Evening Institute arm of the institution towards the financial coverage of the CSEC classes. Where the charges for the CSEC Programme are more than that which was charged for the CAPE programme, the student will be required to pay the difference, as per a payment agreement reached with the Bursary Department. The school will provide the teachers and resources required for the teaching and learning process. External Examination fees will be the sole responsibility of the applicant and his/her family.

PROVISIONAL ADMITTANCE

Having successfully satisfied the outlined pre-qualification requirements, you will be provided with a Package which will include the following:

1. Acceptance Letter
2. Registration Requirement Sheet
3. List of proposed Course Offerings
4. Payment Voucher
5. Medical Assessment Form
6. Parent Commitment Form
7. Provisional Admittance & Agreement Contract

PARENTAL COMMITMENT

I _____, parent / guardian have read and agreed to all the terms and conditions regarding the provisional acceptance of my child/ ward _____, to the 6th Form Programme outlined above. Subject to the terms and conditions above, we hereby fully commit ourselves to these clauses by affixing our signatures below.

Parent's/ Guardian's Signature
Child's / Ward's Signature
Date

**FORMS AND RECOMMENDATIONS SHOULD BE RETURNED ON OR
BEFORE WEDNESDAY, SEPTEMBER 1, 2023) .**