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Wednesday 19th March 2026

Dear Year 9 Parent/Carer,

RE: Year 9 GCSE online subject selection process

Following the Year 9 Preferences Evening last week, I am pleased to be able to share further details about how KS4 GCSE preferences can be submitted via the My Child at School (MCAS) Platform. When you access your MCAS Parent Account you will have access to a tile called 'Options'. Within this tile you will have access to a form called 'Year 9 Preferences 26/27'. If you click on this form you will then be able to make your subject selection using the following three categories:

- **EBacc Subject** – choose **one** of Geography, History, French/Spanish (depending on the language studied at KS3) or Triple Science
- **Main Choices** – select **three** further subjects in order of preference from Art, Business Studies, Citizenship, Design Technology, French/Spanish, Geography, Health & Social Care, History, Hospitality & Catering, Music, Performing Arts (Drama), Photography, Religious Studies, Sports Studies, Statistics or Triple Science.
- **Reserve Choices** – choose **two** reserve subjects from all the available subjects listed above.

Once you are happy with your selection you can 'submit' your choices. However, please ensure you only press the 'submit' button once you are fully satisfied with your choices as you can only **submit the form once**. The deadline for making your subject selection is **Tuesday 31st March**.

We will work hard to honour all four subject preferences selected, but we cannot guarantee that all students will receive all their preferred subject options. If you have any concerns regarding the selection process please contact me via parents@broadoakacademy.clf.uk. If you do not currently have access to an MCAS parent account please use the guidance on the following pages to support you setting up an account.

Yours sincerely,

Mr D McFaul

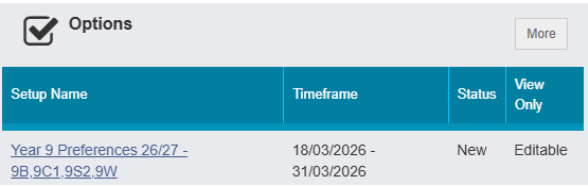
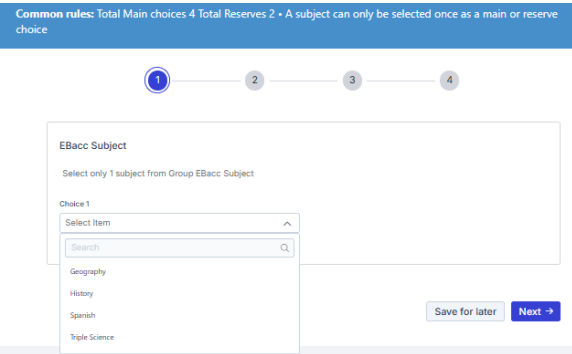
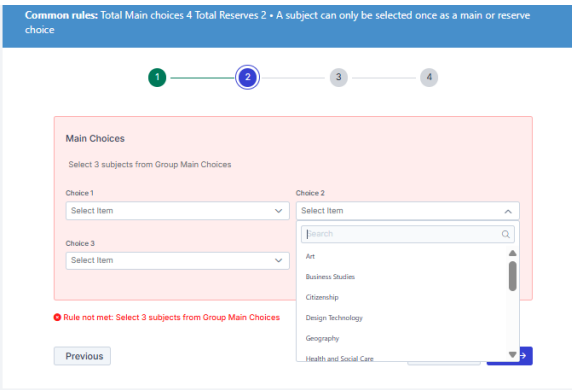
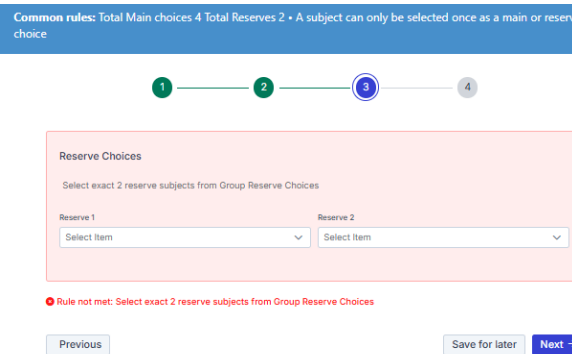
Assistant Principal, Teaching and Learning



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Step by step guide to accessing and using the 'Options' tile on MCAS.

<p>Step 1:</p> 	<p>Locate the Options tile on your 'My Child At School' (MCAS) account.</p> <p>Click on the link.</p>
<p>Step 2:</p> 	<p>The first selection option relates to the four EBACC choices available.</p> <p>Please select one of the following:</p> <ul style="list-style-type: none"> • Geography • History • Spanish or French • Triple Science
<p>Step 3:</p> 	<p>The second selection option requires you to make three subject choices.</p> <ul style="list-style-type: none"> • Please use 'Choice 1' for your top choice and subject you most want to study. • Use 'Choice 2' for second most desired choice. • Use 'Choice 3' for your last choice.
<p>Step 4:</p> 	<p>The final selection option requires you to make two reserve choices.</p> <ul style="list-style-type: none"> • Any subject can be selected for the reserve choices.

Step 5:

Common rules: Total Main choices 4 Total Reserves 2 - A subject can only be selected once as a main or reserve choice

1 — 2 — 3 — 4

Please check your subject order of preference before submitting. [Set Preference](#)

EBacc Subject Select only 1 subject from Group EBacc Subject [Edit](#)

Main Choices Select 3 subjects from Group Main Choices [Edit](#)

Reserve Choices Select exact 2 reserve subjects from Group Reserve Choices [Edit](#)

Rule not met: Select only 1 subject from Group EBacc Subject, Select 3 subjects from Group Main Choices, Select exact 2 reserve subjects from Group Reserve Choices - Total Main choices 4 Total Reserves 2

A form can only be submitted once and cannot be changed later. If you would like to modify it, use the Save for later button. If you go back, the preferences will be reset. You may need to check the preferences again

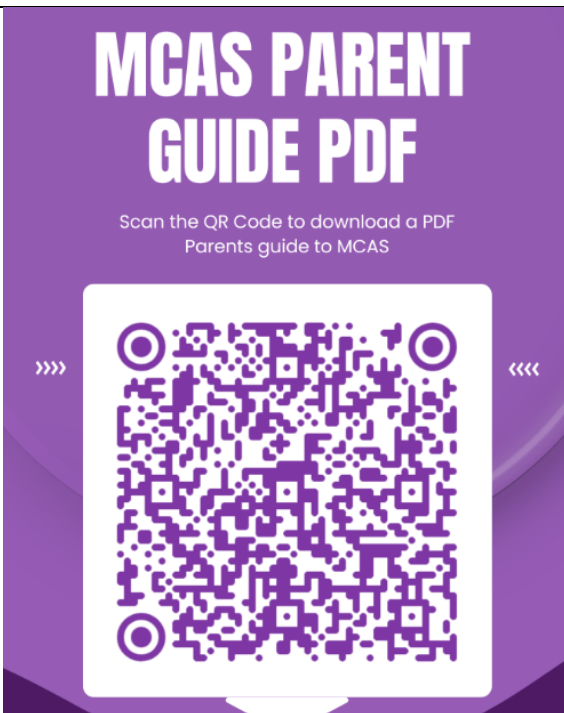
[Previous](#) [Save for later](#) [Submit](#)

The final step will provide the opportunity to review all subject selections before finally submitting the form.

- Press 'save for later' if you are not yet ready to submit the GCSE choices.
- Only press 'submit' once you have reached your final decision.
- Any further changes to subject selection after this point will need to be made via the school system. Please make contact with us should you need to make any further changes.

Support setting up 'My Child At School' (MCAS) account

QR code to written guide



QR code to video guide

