



**KEN STIMPSON  
COMMUNITY  
SCHOOL**

**EXAMINATIONS  
POLICY**

Reviewed: January 2017

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The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of students.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy.

- This Examinations policy will be reviewed annually by the Leadership Team, the Examinations Officer and the Governors' Curriculum Committee.

### **1. Exam Responsibilities:**

- 1.1 The Examinations Officer (on behalf of the school) has overall responsibility for the school as an exam centre which includes advising on appeals and re-marks. In addition, the role of Examinations Officer will be responsible for the following.
- 1.2 Reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- 1.3 Managing the administration of public and PPE and analysis of exam results.
- 1.4 Advising the Leadership Team (LT), Head of Faculty (HoF), Subject Leaders and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- 1.5 Overseeing the production and distribution to staff, governors and students of a termly calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events.
- 1.6 Ensuring that students and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- 1.7 Consulting with teaching staff to ensure that necessary coursework is completed on time and in accordance with the Joint Council for Qualifications (JCQ) guidelines.
- 1.8 Providing and confirming detailed data on estimated entries.
- 1.9 Receiving, checking and storing securely all exam papers and completed scripts.

- 1.10 Administering access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to students who are eligible for adjustments in examinations*.
- 1.11 Identifying and managing exam timetable clashes.
- 1.12 Identifying and securing relevant CPD for invigilators and scribes.
- 1.13 Investigates any unforeseen events that disrupts exams and liaises with candidates / parents after consultation with their LT support.
- 1.14 Accounting (with the support of LT Link) for income and expenditures relating to all exam costs / charges.
- 1.15 Line managing the Lead Examination Invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 1.15 Submits students' controlled assessment marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- 1.16 Arranges for dissemination of exam results and certificates to students and forwards, in consultation with the LT, any appeals / re-mark requests.
- 1.17 Maintains systems and processes to support the timely entry of students for their exams.

**1.1.1 The Leadership Team will ensure:**

- 1.1.2 Organisation of curriculum to ensure every student fulfills their potential.
- 1.1.3 A regular review of effective learning and teaching enables students to attain their target grades.
- 1.1.4 Intervention strategies to support the academic achievement of students. This includes the half termly review of progress for all students.
- 1.1.5 External validation of courses followed at any key stage.

**1.2.1 Heads of Faculty / Heads of House and Post 16 Raising Standards Leader will ensure that there is:**

- 1.2.2 Effective learning and teaching so that the students in their care at least fulfill their expected target grades.
- 1.2.3 Guidance and pastoral oversight of students.
- 1.2.4 Relevant evidence to support access arrangements as per the agreed deadline communicated by the Examinations Officer / SENCO.
- 1.2.5 Tracking of progress and intervening where appropriate.
- 1.2.6 Liaison with parents / carers where there is scope for concern or for praise.
- 1.2.7 Involvement in post-results procedures.
- 1.2.8 Accurate completion of coursework mark sheets and declaration sheets.
- 1.2.9 Ensure that there is specification / syllabus conversion where collaboration between schools takes place.
- 1.2.10 Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- 1.2.11 Review and act upon the Moderator / External Verifier feedback (terms to be flexible based on current and future qualification Quality Assurance mechanisms).
- 1.2.12 The HoF / Subject Leader will submit estimated grades to the Examinations Officer when requested by the Examinations Officer.

**1.3.1 Staff involved in Careers and IAG will ensure that there is:**

- 1.3.2 High quality independent advice and guidance as well as effective career information.
- 1.3.3 Liaison with HoH to ensure Careers and IAG information is targeted effectively to ensure the aspirations of students can be fulfilled.
- 1.3.4 An effective, clear system to keep up-to-date with Examination Board changes, university requirements and, where possible, employer requirements.

**1.4.1 Teachers will ensure that they:**

- 1.4.2 Have up-to-date knowledge and understanding of the examination specifications and apply them in the classroom.
- 1.4.3 Deliver high quality lessons.
- 1.4.4 Mark / assess all assessments in accordance to the Examination Board requirements.
- 1.4.5 Where relevant, attend moderation / subject standardisation.
- 1.4.6 Provide to the Examinations Officer relevant evidence to support access arrangements as required.
- 1.4.7 Submit student names and examination/controlled assessment / internal examination entry requirements to their HoF for entry requirements.
- 1.4.8 Review and act upon the Moderator feedback.
- 1.4.9 Raise any initial concerns regarding student progress, whilst liaising with the HoF and with parents / carers.

**1.5.1 The SENCO will ensure that they:**

- 1.5.2 Identify and test students' requirements for access arrangements.
- 1.5.2 Work with the Examinations Officer to gather the relevant evidence and data for applying for access arrangements.
- 1.5.3 Provide additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help students achieve their course aims.

**1.6.1. Lead Invigilator / Invigilators will ensure that they:**

- 1.6.2 Collect exam papers and other material from the Examinations Office before the start of the exam.
- 1.6.3 Collect all exam papers in the correct order at the end of the exam and their return to the exams office.
- 1.6.4 Ensure appropriate adherences of examination conditions are met. Where appropriate, they are to report immediately any concerns to the Examinations Officer so appropriate action can be taken.

### **1.7.1 Candidates will ensure that they:**

- 1.7.2 Check their entries, particularly for clashes and communicate these to Examinations Officer within two (school) weeks of the published examination calendar being made available.
- 1.7.3 Understand coursework regulations and signing a declaration that authenticates the coursework as their own.
- 1.7.4 Bring correct equipment to exams.

### **1.8.1 Administrative staff will ensure that they:**

- 1.8.2 Support in the input of data.
- 1.8.3 Contact students when they are late for an examination.
- 1.8.4 Post exam papers.

## **2. The statutory tests and qualifications offered:**

- 2.1 The statutory tests and qualifications offered at this school are decided by the LT and ratified by the Principal.
- 2.2 The statutory tests and qualifications offered include a wide range of GCSE, A' Levels, AS Levels, BTEC, Entry Level, OCR Cambridge Nationals and ESOL courses.
- 2.3 The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by no later than the end of June each academic year.

### **2.1.2 At Key Stage 3:**

- 2.1.3 All students will take a range of end of topic, term or year examinations to gauge progress and / or attainment. The school will consider the use of intervention or booster strategies in connection with any students who are unlikely to attain the minimum level.
- 2.1.4 Decisions on whether students should not take an individual subject examination will be taken in consultation with the SENCO, the HoF and the LT Link as well as their subject teacher.

### **2.2.1 At Key Stage 4:**

- 2.2.2 All students will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

## **2.2.2 At Post16**

- 2.2.3 All students will be entitled, and enable, to achieve an entry for qualifications from an external awarding body which lead to a formally recognised qualification ranging from foundation learning to A' Level.

## **3. Exam seasons and timetables**

### **3.1 Exam seasons:**

- 3.1.2 PPE are scheduled in November and February (Post 16), December and March (Year 11) and April (Year 10), June and July (Years 7, 8 and 9).
- 3.1.3 External exams are scheduled in November, January, May and June.
- 3.1.4 All PPE are held under external exam conditions.
- 3.1.5 Which exam series are used in the centre is decided by the HoF and the LT.
- 3.1.6 Controlled assessment should be scheduled in advance and shared with the Examinations Officer so invigilators (if needed) can be arranged.

### **3.2 Timetables:**

- 3.2.1 The Examinations Officer will circulate the exam timetables for both external and PPE once these are confirmed to staff, parents and students.

## **4. Entries, entry details, late entries and retakes**

### **4.1 Entries:**

- 4.1.2 Candidates are selected for their exam entries by the Heads of Faculty and the subject teachers.
- 4.1.3 A student or parent / carer can request a subject entry or change of tier / level but not a withdrawal
- 4.1.4 The school reserves the rights to accept / decline external entries from external students.

## **4.2 Late entries:**

- 4.2.1 Entry deadlines are circulated to HoF via email / memo by the Examinations Officer.
- 4.2.2 Late entries will be charged to the Faculty and can only be processed by the Examinations Officer.

## **4.3 Retakes:**

- 4.3.1 Candidates are allowed to re-sit in line with DFE (Department for Education) guidance. This will vary by subject and faculties will need to be aware of current DFE and Examination Board policy on re-sits.
- 4.3.2 Retake decisions will be made in consultation with the students, subject teachers, Post16 Raising Standards Leader, Examinations Officer and the HoF.
- 4.3.3 Students who re-sit exam modules because they achieved a U in the first sitting of the exam should pay for their exam entry. However, if the student then achieves a grade overall, the school will reimburse the student with the cost of entry.
- 4.3.4 Students who achieved a grade in an exam module but decide to resit the module in order to improve their grade pay for the exam entry and will only be reimbursed for this cost if the overall grade is improved.
- 4.3.4 If a student retakes a course and is enrolled on the course (on the SIMS register) then the exam modules will be paid for by the school.
- 4.3.5 If a student personally requests a re-sit then they must pay for this by the published deadline for examination entries. This requires the student to formally write to the Examinations Officer to request this service. Emails and other means of communication will not be accepted.
- 4.3.6 Requests beyond the Examination Board deadline for entries will result in the student incurring a late entry fee which is listed by the Examination Board. This will be communicated to the student and parent /carer by the Examinations Officer when a request is made.
- 4.3.7 The school, will in exceptional circumstances, wave these procedures and pay for re-sits if justified to do so. For example, if a member of staff has been absent which may have adversely affected the progress in the subject they are studying.

#### 4.4 Parental Entries:

- 4.4.1 A parental entry can only be activated if the following concerns are evidenced:
- a) The student fall below the 90% attendance rate and their attendance shows no sign of improvement.
  - b) They fail to produce internal coursework (including controlled coursework) that supports the preparation of an examination.
- 4.4.2 All faculties must communicate and record their concerns to a parent / carer and the student as a first step. Whilst a termly report is a first step, it is expected that any concern would be discussed personally with the parent / carer and student (usually via telephone, emails and face-to-face meetings).
- 4.4.3 The initial warning letter (attached in Appendix A) must be a step that **follows the verbal warning** to the student **and** their parent / carer. A record of this warning must be recorded in writing and clearly warns the parent / carer and student of the pending action and includes constructive action points to attempt to avoid the parental entry form occurring.
- 4.4.4 No parental warning letter must be released without the consent of the HoF via the LT Link.
- 4.4.5 Copies of this initial warning letter should be shared with the Head of House (or Post16 Raising Standards Leader) and the LT Link.
- 4.4.6 Should the issue(s) remain the faculty will then write to the parent / carer to make the student a Parental Entry.
- 4.4.7 This should be supported by a meeting with the parent / carer and the subject teacher and HoF.
- 4.4.8 In specific cases, the school will not make a student a Parental Entry if the student is not making adequate progress but are attending lessons, working hard and meeting deadlines should not be penalised. If these students want to be entered for exams then they should be given the opportunity to do so and the support required for them to do the best they can.
- 4.4.9 If there is a dispute regarding this process then the relevant member of the LT will become involved and investigate the issue as per Section 9 of this policy.

At Post 16, a student can only be asked to leave a course or have their placement rescinded if there has been direct involvement with the Post16 Raising Standards Leader to avoid NEET status. The removal of any student at Post16 must be signed off by the Post16 Raising Standards Leader and include supportive mechanisms to avoid, where possible, NEET status. (see also Section 5: Exam fees)

## **5. Exam fees**

- 5.1 GCSE and any other examination initial registration and entry exam fees are paid by the school.
- 5.2 AS / A' Level initial registration and entry exam fees are paid by the school.
- 5.3 BTEC / OCR National (and any other vocational courses) initial registration and entry exam fees are paid by the school.
- 5.4 Late entry or amendment fees are paid by the faculties.
- 5.5 Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies. These are published on the school calendar.
- 5.6 Reimbursement will be sought from students who fail to sit an exam or fail to meet the necessary coursework requirements. The fees and reimbursement policy will be communicated in writing to students and parents / carer at the start of GCSE and Post 16 courses.
- 5.7 Retake fees for first and any subsequent retakes are paid by the students or their parent / carer either by ParentPay or cash. (see also Section 4 retakes).
- 5.8 The school will ensure to clearly publish any entry deadlines and where necessary indicate this to parent / carer where there may be a request for a Parental Entry.
- 5.9 Candidates must pay the fee for an enquiry about a result, should the school not uphold the enquiry and the student insist on pursuing the enquiry. (see also Section 10 Enquiries about results [EARs]).
- 5.10 Parental entries will require the parent / carer to pay for the entry based upon a specific concern raised by the school under Section 4 of this policy.
- 5.11 If there is sufficient evidence to trigger a parental entry and if the entry fee is not paid, the school holds the right to retain the certificate until the payment is made.

## **6. The Equality Act 2010, special needs and access arrangements**

### **6.1 The Equality Act 2010:**

6.1.2 The Equality Act 2010 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Special needs:**

6.2.1 A student's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

6.2.2 The SENCO will inform subject teachers of students with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual students may be granted during the course and in the exam.

### **6.3 Access arrangements:**

6.3.1 Making special arrangements for students to take exams is the responsibility of the SENCO and the Examinations Officer.

6.3.2 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

6.3.3 Rooming for specific access arrangement will be arranged by the SENCO with the Examinations Officer.

6.3.4 Invigilation and support for access arrangement students will be organised by the SENCO with the Examinations Officer.

## **7. Managing Invigilators and Examination Days:**

### **7.1 Managing Invigilators:**

7.1.1 External Invigilators will be used for exam supervision. They will be used for all examinations. This includes internal examinations and, where necessary, controlled assessments.

7.1.2 The recruitment of Invigilators is the responsibility of the Examinations Officer.

- 7.1.3 Securing the necessary DBS clearance for new Invigilators is the responsibility of the school.
- 7.1.4 DBS fees for securing such clearance are paid by the school.
- 7.1.5 Invigilators are timetabled and briefed by the Examinations Officer.
- 7.1.6 Invigilators' rates of pay are set by the school through consultation with EPM.
- 7.1.7 The Examinations Officer is entitled to CPD to ensure that the role is fulfilled in accordance with JCQ requirements.
- 7.1.8 Likewise, scribes and students accessing scribes should be entitled to training on how to scribe and make best use of the service.

## **7.2 Exam Days:**

- 7.2.1 The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Invigilator.
- 7.2.2 The site management company is responsible for setting up the allocated rooms.
- 7.2.3 The Lead Invigilator will start all exams in accordance with JCQ guidelines.
- 7.2.4 Subject staff may be present at the start of the exam to assist with identification of students but must not advise on which questions are to be attempted.
- 7.2.5 In practical exams subject teachers may be on hand in case of any technical difficulties.
- 7.2.6 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Faculty at the end of the exam session.

## **8. Candidates, clash students and special consideration**

### **8.1 Candidates:**

- 8.1.2 The school's published rules on acceptable dress (uniform for Years 7 - 11), behaviour and students' use of mobile phones and all electronic devices apply at all times.
- 8.1.3 Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.
- 8.1.4 Disruptive students are dealt with in accordance with JCQ guidelines.

- 8.1.5 Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- 8.1.6 The Examinations Officer will attempt to contact any student who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

## **8.2 Clash students:**

- 8.2.1 The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging, if necessary, overnight stays.

## **8.3 Special consideration:**

- 8.3.1 Should a student be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the responsibility of the student to alert the school, or the Examinations Officer, to that effect.
- 8.3.2 Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example, a letter from the student's doctor.
- 8.3.3 The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **9. Controlled Assessments / Coursework and appeals against internal assessments**

### **9.1 Coursework:**

- 9.1.2 Candidates who have to prepare portfolios should do so by the end of the course or school defined date.
- 9.1.3 HoF will ensure all coursework is ready for dispatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.
- 9.1.4 Marks for all internally assessed work are provided to the Examinations Officer by the HoF.

## **9.2 Appeals against internal assessments:**

The school is obliged to publish a separate procedure on this subject, which is outlined in Section 10.4.

- 9.2.1 Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- 9.2.2 Students may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- 9.2.3 Appeals should be made in writing / email at the earliest opportunity to the Examinations Officer who will liaise with the relevant members of staff to process the appeal.
- 9.2.4 The school's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

## **10. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **10.1 Enquiry about Results (EARs):**

- 10.1.1 Candidates will receive individual results slips on results days in person at the school / by post to their home addresses (only if the students provide a correctly stamped addressed envelope).
- 10.1.2 Arrangements for the school to be open on results days are made by the Examinations Officer.
- 10.1.3 The provision of staff on results days is the responsibility of the LT Link responsible for examinations in conjunction with the Examinations Officer.
- 10.1.4 The school aggregates at the end of Year 13 for AS grades, not at the end of Year 12.

### **10.2 Enquiries about Results (EARs):**

- 10.2.1 EARs may be requested by HoF, or students, if there are reasonable grounds for believing there has been an error in marking.
- 10.2.2 When the centre does not uphold an EAR, a student may apply to have an enquiry carried out. If a student requires this against the advice of subject staff, they will be charged. (See Section 5: Exam fees).

### **10.3 Access to Scripts (ATS):**

- 10.3.1 After the release of results, HoF will be responsible for co-ordinating, either by subject staff or students, the request of the return of papers within three days scrutiny of the results.
- 10.3.2 If a result is queried, the Examinations Officer and HoF will investigate the feasibility of asking for a re-mark at the expense of either the school or the faculty.
- 10.3.3 School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of students should be obtained.
- 10.3.4 GCSE re-marks cannot be applied for once a script has been returned.

### **10.4 Internal Assessment of Coursework:**

- 10.4.1 Coursework marks have to be revealed to the students by the deadline for submission to the Examination Board. Good practice would suggest these are shared with the students well in advance of the deadline and they will be informed that the marks are subject to change as a result of the Examination Board moderation.
- 10.4.2 If the student does not agree with the internally assessed marks awarded by the teacher then the student should discuss this with their teacher and make the HoF aware. If the disagreement cannot be resolved the student may appeal to the Principal, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. This procedure, it is expected, will be used only in exceptional circumstances.
- 10.4.3 The Principal is in overall charge of managing appeals relating to internal assessments. However, the Principal will delegate the responsibility to the relevant LT member responsible for the line management of the subject area.

### **11. The Appeals process (including re-sits)**

- 11.1 The appeal should be made in writing to the Principal stating the details of the complaint and the reasons for the appeal, one school week after the coursework submission deadline.
- 11.2 The teacher(s) involved in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the LT Link within one school week (5 days); and a copy will be given to the student.
- 11.3 If the student is not happy with the written response s/he has received then a request for a personal hearing before an appeals panel must be made, within five school days of receipt of the school's written response.

## **11.1 Appeals Panel process:**

- 11.1.1 The request for a personal hearing must be made to the Principal within two days of receipt of the written reply to the initial appeal.
- 11.1.2 The student will be given at least two days notice of the hearing date.
- 11.1.3 A breakdown of the marks awarded will be given to the student in advance of the appeal.
- 11.1.4 The student may bring a parent / carer to the hearing.
- 11.1.5 The teacher(s) involved will be present at the hearing.
- 11.1.6 The relevant LT member responsible for the subject area will convey the outcome of an appeal and the reasons for that outcome in writing to the student.
- 11.1.7 The Examinations Officer will maintain a written record of all appeals.
- 11.1.8 The Examinations Officer will inform the awarding bodies (Examining Boards) of any change to an internally assessed mark as a result of an appeal by the end of January (for Spring session) and the end of June (for Summer session).

### **The Appeals Panel will consist of:**

- A member of the LT.
- The relevant Teacher.
- Examinations Officer.

## **12. Certificates**

- 12.1 Certificates are presented in person or collected and signed for.
- 12.2 Certificates may be collected on behalf of a student by a third party, provided they have been authorised to do so. A formal letter of request from the student explaining the reason for the request and includes their signature is the only acceptable method of communication. Emails, or other means of communications (e.g. a telephone message) will **not** be considered as acceptable authorisation.
- 12.3 Certificates may be withheld from students who owe fees.
- 12.4 The school retains certificates for a maximum of two years.

## **Appendix A – Parental Initial Warning Letter**

**Date**

**Parents Name**

**First line of address**

**Second Line of address**

**Postcode**

Dear

### **Low attendance – warning of parental entry.**

I am writing to express my concerns over **name's** attendance to **his/her subject** lesson.

**He/she** has missed several lessons now and **his/her** attendance is well under 80%. If students do not attend at least 90% of lessons we cannot prepare them sufficiently for exams and coursework. If **name** does not show an immediate improvement then we will have to withdraw **him/her** from the exams or **he/she** will have to pay and be entered as a parental entry.

If you need to consider this matter further, please do not hesitate to contact me.

Yours sincerely

**X X X**

**Subject Leader: XXXXXX**

## Appendix B – Parental Entry Activation Letter

**Date**

**Parents Name**

**First line of address**

**Second Line of address**

**Postcode**

Dear

Further to my previous letter of **DATE**, I need to write to you once again to express my concerns over XXXXX's attendance to his YYYYY lessons

My previous letter explained that XXXXX's attendance to lessons had dropped below 80%. I explained that this was below the 90% minimum required by the school policy and XXXXX's poor attendance was making it difficult to support them sufficiently for **his/her** coursework portfolios / exams. Unfortunately, since my previous letter XXXXX's attendance has not improved. It is currently at XXXX lessons.

At the start of the course students were issued with a copy of the Post16 Home School Agreement. This document was given to all Post16 students and clearly outlined our expectations and the consequences if these were not met. I am including a further copy of this document with this letter for your attention. XXXXX has now reached Stage 3 of the disciplinary procedure outlined in the Agreement. At this stage I am still prepared to allow XXXXX to be entered for their coursework unit / examination but I am now requesting that you pay for their entry. Alternatively, you may decide that it is appropriate that XXXXX pays for their coursework / examination entry. I would fully support this decision as I believe that it may help to ensure that XXXXX takes ownership for their studies.

The cost of the **UNIT** is currently £XX.XX. You may pay using cash or a cheque which should be made payable to Ken Stimpson Community School. Please include the payment in an envelope addressed to myself on behalf the school and ensure XXXXX puts the envelope into the letter box outside of admin. If you do not agree with this policy or are unprepared to pay for XXXXX's course fees, then you have then please contact Mr Walls, Raising Standards Leader to request an appeal. However, if you feel that raising the finance may be a problem then it may be possible to arrange a repayment schedule and pay in instalments.

If you would like to discuss this matter further, please do not hesitate to contact me. I can be contacted at school on the following number, 01733 765950 or via email at the following email address XXXXX. I would appreciate your support with this matter and look forward to helping XXXXX achieve their potential in this subject.

Yours sincerely

XXXX

**Head of Faculty: XXXXX**