



## Policies and Procedures

# Entry of Students for Examinations Post 16

## **Policy and Procedures for the entry of students for examinations post 16**

The academy recognises the importance of external examination qualifications for post 16 students and undertakes to prepare all students appropriately for these examinations and to enter them for the appropriate examinations for all of the courses they have followed.

### **Entry criteria**

Decisions regarding the entry of students for external examinations post 16 are normally made by the Achievement Directors and Assistant Principal responsible for post 16 in conjunction with subject leaders.

The guidelines used are:

1. Students should have appropriately high attendance throughout the course. Attendance which is significantly less than average of the year group would not normally be acceptable unless there were particular verifiable extenuating circumstances.
2. Students have completed all of the assignments required by their subject tutors and, where applicable, that coursework has been completed and handed in by the deadlines set by the academy and the examination boards.

Where Achievement Directors and Assistant Principal responsible for post 16 feels that a student has failed to comply with the above, he/she may recommend to the Principal that they should not be entered for a particular examination. This will normally be at the end of a process whereby the student has had the opportunity to rectify the situation but has not responded. Parents will be kept informed at all stages of this process.

Where the academy indicates its intention not to enter a student for an external examination, parents may request entry if they are prepared to meet the costs involved.

Such requests from students/parents must be directed to the Assistant Principal responsible post 16 who will then consult the Principal.