



The Fernwood School

High Achievement with Care & Discipline for All

Examination Entry Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Exams Officer

Approved: June 2017
Next review: June 2019
Status: Non statutory



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Examination Entry

It is the policy of this school that when a pupil begins a GCSE or other course in Year 10, there is an entitlement to an entry for the relevant examination, usually in Year 11. (The exception to this may be compulsory RE, when not all pupils will be entered for an examination.) This situation should be the norm for all pupils; the non-entry of a pupil for the public examination at the end of the course should only happen in exceptional circumstances.

The following are examples of the type of situation where non-entry might be proposed:

- the pupil has been absent for a significant part of the course
- the pupil has special educational needs which mean that the sitting of the examination would be an ordeal and/or the pupil is unlikely to receive a GCSE grade or equivalent, and one which neither the pupil nor their parents wish to undergo
- vital coursework is missing, or large amounts of the course have not been adequately completed

In all of or each of these examples, it should not be assumed that the pupil will not be entered for the examination. The decision will be made in a formal process which involves the pupil, her/his parents, the subject teacher, the Head of Department, the SENCO (if appropriate), the Head of Year and the Curriculum Deputy. Under no circumstances should the parents or the relevant members of staff be surprised by the events which have led to the suggestion of non-entry. For example, if lack of work is the problem there should have been regular communication between school and home over the period of the course, including referral to 'Compulsory Support'. Parents **must** be informed of the school's concern and the possible consequences for the child.

If there is a case for the pupil to be denied their entitlement of entry to the examination, the relevant Head of Year and the Deputy Head: Curriculum will discuss the case with the relevant people and will set up an appointment with parents and pupil where the situation can be outlined. A formal decision will be made following this consultation.