March 2024

Dear Parent/Carer

Your child is now entering a crucial stage of their education where full attendance during lessons and examinations is the key to success. Examinations now take place throughout the year and we recognise that it can be difficult for parents to keep track of when their child is sitting important examinations. The exam session is May and June. We do advise pupils not to take holidays during these periods. I hope the following will help you to support your child:

**EXAMINATION TIMETABLES**

An individual examination timetable will be produced for your child, this will show you key dates and times. You will be notified of any changes or additions.

**CONTINGENCY DAY**

The dates for this are Thursday 6th and 13th June in the afternoon and all day Wednesday 26th June 2024 These date will be the date of any exams that could not take place country wide due to exceptional circumstances.

**CLASS CHART MESSAGES**

A message will be sent to parents the day before examinations to ensure that pupils are in school at the correct time. Please keep us up to date of your current email address and mobile number.

**ACCESS OUR WEB SITE TO RECEIVE:**

* exam information, including copies of all letters sent to parents
* e-mails informing you of updates to the site.

If, however, your child misses an examination due to an absence that cannot be supported by a medical note then you will be liable to pay the entry fee. Fees range from £37 to £78.00 per paper. We would then reserve the right to request advance fees before entry into any further examinations. Fees would be refunded following your child’s attendance at those examinations.

Please could you sign the enclosed form relating to this matter and return it to your child’s form tutor by **Friday 26th April 2024**

If you have any queries on this matter please contact our **Examination Officer Mrs J Gooch**.

Yours sincerely

Assistant Headteacher

Mrs L Armitage

**Absent from Examinations Reply Slip 2024**

Pupil’s Name: Form:

I have read and understood the instructions regarding being absent from an exam

Parental Signature:…………………………………….

Pupil’s Signature:………………………………………

Date:…………………………………………………….