



Exam Entry Policy

Summary of changes

Contents

Summary of changes.....	1
Introduction	1
Aim	1
Implimentation	1

Introduction

All students are entitled to be entered for the public examination that is part of the course they have followed. The school pays the entry fee. However, there may be particular circumstances that cause this right to be suspended. The school has the right to withdraw entries or specific students in extreme circumstances. If a student chooses not to attend an exam the student's parents/carers will pay the entry fee for the missed exam.

Aim

To ensure that all students enter for examinations in subjects they have studied, where appropriate.

To ensure that students attend all exams they are entered for where a supportive curriculum change has taken place.

Implementation

1. All students are to be entered for each subject on their key stage 4 programme.
2. Where a student requires supportive curriculum change this will be discussed at the 'Belong Thrive Achieve' meetings which happen in school weekly. Teachers and leaders within the school can recommend students for discussion at this meeting, but the 'Belong Thrive Achieve' panel, led by SLT, will make the final entry decision.
3. Final entry decisions will be discussed with students, parents and teachers.
4. Where supportive curriculum changes have been put in place by the BTA panel and entries have been reduced parents will be asked to discuss and sign to acknowledge these changes.
5. If a student wishes to be entered at a higher level than recommended by the school and is supported by their parents, the fee for the exam tier change will be charged to the student and then refunded in the event of a satisfactory result being achieved.
6. If a student refuses to attend an exam that the school has entered them for the parents/carers will pay the entry fee for that examination.
7. Where a curriculum change is in place for a student adjusted examination entries will be clearly communicated with parents/carers.

Author	Alison Twyford	Approved by	SLT
Date Approved/Reviewed	September 2025	Review Cycle	September 2026
Version	1	Page	Page 1 of 1