



The Northumberland Church of England Academy

Exam Entries Policy

1.0 Policy links to Mission, Aims and Values

The Northumberland Church of England Academy is a Christian learning environment at the heart of its community. We promote care and respect, and expect high standards in all aspects of Academy life.

As a Church of England Academy we aim to build a community clearly based on the Christian values of love, forgiveness and reconciliation, integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution, protect the weak and are committed to justice and compassion. Mutual respect and trust are central within the Academy.

This policy, and its associated procedures and protocols, is based on these key principles.

The Northumberland Church of England Academy strives to encourage staff and learners to aspire to fullness of life that they may achieve their potential. The Exam Entry Policy makes an invaluable contribution to this by:

- Providing opportunities for everyone to reach their full potential;
- Recognising and celebrating achievement and success;
- Encouraging high standards of attainment

2.0 Statutory Framework

Under S402 of the Education Act the governing body of a school is obliged to enter learners at a time they consider appropriate for any prescribed public exams for which they are being prepared. However no learner may be entered for an exam against the parents wishes.

The school is under no obligation to enter learners for public exams if there are educational reasons for not doing so. Non completion of coursework may be considered as such a reason.

No charge can be levied for entering learners for any prescribed exam for which they are being prepared. However if parents wish to make private entries for other exams then a school can charge an appropriate fee.

Schools are required to give parents a clear statement of the exams for which their child has been entered. This should detail the school's administrative procedures and the liability of the parent to pay any fee which is wasted due to a learner's failure to attend any exam.

3.0 Purpose

The Northumberland Church of England Academy aims to provide **all** learners with the opportunity to enter and be successful in the public examinations for which they are being prepared. This includes:

- SATs for learners in Year 6;
- GCSEs and other Level 2 courses for learners in Key Stage 4 and post 16;
- AS, A2 and other Level 3 courses for learners in the Sixth Form and in Key Stage 4 when appropriate

The purpose of this policy is to ensure that parents and learners fully understand The Northumberland Church of England Academy's policy on entering learners for public exams and that it is our expectation that **all** learners will be entered for the exams in the courses which they are taking.

The purpose is also to ensure that both parents and learners understand the consequences of any failure:

- to complete aspects of the course for which learners are being prepared; or,
- to attend for an exam for which learners have been entered.

The purpose is also to ensure that staff understand the importance of key aspects of preparation for public exams and the important role that they play in ensuring that all learners have every chance of success.

4.0 Implementation

Learners are expected to choose the courses that they wish to follow at Key Stage 4 and Post 16 with appropriate care as they will be expected to enter for the appropriate exams which these courses lead to. They are expected to complete all aspects of the preparation for public exams including coursework to the best of their ability and by the deadlines set to enable them the best possible chance of success.

Parents are expected to support learners in their preparation for these exams by encouraging them to work hard and capitalise on the facilities provided by the Academy. These will include study support after school and in Academy holiday programme as well as targeted revision sessions as they approach exam time.

Staff are expected to ensure that all learners are thoroughly prepared for all exams for which they are being prepared. Subject leaders should ensure that coursework deadlines are planned to support successful completion and to maximise the quality of work produced. All teachers are expected to differentiate the curriculum to meet the needs of individual learners and support the successful completion of coursework and ensure that all learners thoroughly prepared to sit the exam.

The Academy will ensure that the needs of those learners with SEN who require specific support are catered for in any exam where it is necessary.

Staff are expected to enter **all** learners for exams for which they are being prepared unless there is a sound educational reason for not doing so. Reasons could include:

- failure to complete coursework;
- persistent non attendance in lessons

Staff may also change the tier of the exam for which a learner has been entered if they are working below the level required. The Director of Quality & Standards (Secondary) & Principal Director (Secondary) must agree. Parents must be consulted.

Learners are expected to attend the exam at the date and time on the personal timetable that they will be given for their exams. If they fail to attend without a valid reason or infringe the exam board's regulations then the Academy reserves the right to charge them for the cost of the wasted entry.

Learners who are ill on the day of an exam must obtain a medical note from their doctor indicating the cause of the medical complaint. This may be required to support an application to the exam board for special consideration.

Learners will be limited to one re-sit which will be paid for by the Academy assuming a re-sit is seen as appropriate by the Director of Quality & Standards (Secondary) and the Principal Director (Secondary).

5.0 Monitoring and evaluation

Monitoring and evaluation of the exam entry policy will provide evidence about:

- Quality of teaching and learning
- Quality of assessment and marking
- Quality of curriculum provision

Evidence will be gathered from the monitoring of the curriculum and assessment policies.

6.0 Links with other policy areas

This policy relates directly to other key Academy policies, namely:

- Assessment and Marking
- Confidentiality
- Controlled Assessment
- Data Protection
- Examinations
- Record Retention Procedures