Examinations Policy – Additional GCSEs

Gartree High School

Centre name	Gartree High School
Centre number	25281
Date process first created	October 2025
Current process approved by	Senior Leadership Team
Current process reviewed by	Karen Mankoo
Date of review	September 2026
Date of next review	September 2027

Key staff involved in the process

Role	**Name**
Head of centre	Will Carter
Senior leader(s)	Matt Wills
Exams officer	Karen Mankoo

Examinations Policy – Additional GCSEs not taught at school

The school is committed to supporting students in achieving their full potential. Some students may wish to gain formal accreditation in GCSE subjects that are not taught as part of the school's curriculum. This policy sets out the procedures and responsibilities for such entries, in line with the Joint Council for Qualifications (JCQ) regulations and clarifies the associated costs that will be the responsibility of parents/carers.

This policy applies to KS4 students on roll at the school who request entry for an additional GCSE in a subject that is not taught as part of the school's curriculum. It also applies to parents/carers who will be responsible for the financial costs of such entries.

Policy Statement

- The school will facilitate entries for KS4 students for approved GCSE qualifications in subjects not taught at the school where available and practicable.
- These examinations fall outside the school's standard curriculum provision, no teaching, tutoring or subject resources will be provided by the school.
- Parents/carers are responsible for all costs associated with additional GCSE entries in subjects not taught at the school.

Request and Approval of Entry

- All requests for entry to an additional GCSE must be made in writing to the Examinations Officer by the published deadline.
- The school reserves the right to determine the suitability of the request, including whether appropriate examination and assessment arrangements can be made.

Costs and Charges

- Parents/carers will be responsible for all costs associated with the entry
- Costs may include (but are not limited to) examination entry fees, external examiner costs, invigilation charges and any administrative expenses incurred by the school.
- A schedule of charges will be provided to parents/carers in advance of the entry being made. Payment will be required in full before the school confirms the entry with the awarding body.

Examination Arrangements

- The school will ensure that examinations are conducted in full compliance with JCQ regulations.
- Parents/carers and students must understand that no additional teaching, tutoring, or resources will be provided by the school for additional GCSEs. Preparation for the examination remains the responsibility of the student and their family.

Withdrawal or Non-Attendance

- Where a student is withdrawn from the examination after entry, or does not attend on the scheduled date, the entry fees and any associated costs will remain payable and are non-refundable.

Results and Certification

- Results will be issued to students in line with the awarding body's and JCQ's published arrangements. Certificates will be available for collection with all other examination certificates.

Responsibilities

- **Examinations Officer**: To oversee the administration of entries, communicate costs and ensure compliance with JCQ regulations.
- **Parents/Carers**: To request entries in good time, meet all payment requirements and ensure students are prepared for the examination.
- **Students**: To follow all instructions, attend examinations punctually and comply with JCQ regulations.

Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team and Examinations Officer to ensure ongoing compliance with JCQ regulations and school procedures.

FOR CENTRE USE ONLY	
Date received	

Additional GCSE request form

Student information

Candidate name	
Candidate number	
Year group	
Current GCSE subjects	

Request details

Additional GCSE subject(s) requested	
Reason for request	

Study plan

How will you prepare?	

Signatures

Student	Date
Parent/ Guardian	Date
HOD/ SLT approval	Date

This form must be signed, dated and returned to the Exams Office (behind student reception) by 3pm on 17th December 2026, if completed electronically please send to exams@gartree.leics.sch.uk from the candidate's account.