

19 June 2026

Dear Parents and Carers,

## **RE: YEAR 10 EXAMINATIONS – ATTENDANCE AND PUNCTUALITY EXPECTATIONS**

As we approach the Year 10 examination period, I would like to remind all students and parents/carers of the importance of full attendance and punctuality throughout the examination season.

These examinations provide an important opportunity for students to demonstrate their knowledge and understanding and to prepare for the expectations of their GCSE examinations in Year 11.

### **Absence from Examinations**

Students are expected to attend all scheduled examinations. If a student is absent due to illness or another exceptional circumstance, parents/carers must notify the school as soon as possible on the day of the examination and provide appropriate evidence to support the absence.

Please be aware that:

- Students who miss an examination without a valid reason will be awarded a U grade (Unclassified) for that examination.
- Medical evidence will be required to authorise an absence due to illness.
- Where medical evidence is not provided, the absence may be recorded as unauthorised.
- You will also receive a letter outlining the entry cost of the missed exam, as if this were the summer exam series you would be charged for non-attendance.

### **Arriving Late for Examinations**

Students must arrive at school in good time for all examinations. Late arrival can cause unnecessary stress for students and disruption to the examination process.

Students who arrive late:

- May miss important examination instructions.
- Will have less time to settle before the examination begins.
- Any student arriving after **9:30am** for AM Exams or **2:00pm** for PM Exams will not be permitted to take the exam and will receive a U grade for that paper.
- In the real GCSE Summer Series, the exam boards may choose not to mark papers of students who arrive very late to exams.

Please be aware that the results from the Y10 Mock Examinations are used for making set changes, reviewing tiers in Maths, Science and Languages and will be needed for Sixth Form and College Applications.

We will not be able to amend any U grades received or give predictions for students who have missed papers without good reason. We ask for your support in ensuring that your child attends every examination and arrives punctually each day.

Thank you for your continued support and cooperation with this. Should you have any questions regarding examination arrangements, please do not hesitate to contact the school.

Yours faithfully,

Mr Kerwin Warsop  
**Assistant Principal – Quality of Education**