

My ref: CW/RMF

Your ref: NLL

Tel No: 0121 588 8384

Date: March 2019

Dear Parent/Guardian

Public Examination Fees

The local authority is pleased that your son/daughter is taking a course(s) leading to a recognised public qualification.

Sandwell Council is keen that your son/daughter attends each of the examinations for which he/she is entered.

In order to support your child, the school will undertake to pay all entry fees for the examinations that are selected for your son/daughter. There will be no charge to you unless your child fails, without good reason (e.g. illness), to attend an examination or complete all the course work required for the course. In the event of illness, a medical certificate should be forwarded to the head teacher within two days of the examination.

Under the terms of the Education Act 1996, the local authority is empowered to recover any public examination fees it has paid if a candidate fails, without good reason, to complete the examination and course work requirements. The local authority has determined that, in such circumstances, it will endeavour to recover those costs which have been incurred by charging the parent/guardian.

If you wish to know the cost of the entrance fees, then these are available at the school.

You are requested to sign the attached form indicating that you have read and understood the letter. Please return the form to the school by 3rd May 2019

Yours sincerely

Chris Ward
Director - Education, Skills and Employment

Enc

Chris Ward
Director - Education, Skills and
Employment
Sandwell MBC
Council House
PO Box 2374
Oldbury
West Midlands B69 3DE

Web: www.sandwell.gov.uk

Having read the attached letter, I understand that I should ensure that my son/daughter attends for the examinations and completes all the course work unless prevented by illness or other good reason, and that in the event that my child does not attend the examinations or complete the course work required for which he/she has been entered I will be re-charged the cost of the entry fees.

Name: (Parent/Guardian)

Signature: (Parent/Guardian)

Date:

Pupil's Full Name:

Form or Group:

Please return this letter to the school after completion

How we will use your personal information

Personal information supplied on this form will only be used by [Phoenix Collegiate](#) to confirm that you have read and understood the attached letter relating to public examination fees. This data is being collected based on Section 453 of the Education Act 1996. If this form is not returned, then the school may contact you again to ask for confirmation that you have read the letter. The school still retains the right to recover any public examination fees as explained in the letter even if the form is not returned. This form will be retained until 30th September 2019

Full details about how the school uses personal information can be found at www.phoenixcollegiate.co.uk