



St Mary's Catholic High School Leyland – Certificates Policy

Please Read Carefully

Introduction

Certificates are provided by exam boards after examination results have been confirmed in August each year, and following the completion of any reviews of marking or appeals. Although certificates officially remain the property of the exam boards, they are distributed to pupils during and after the annual Presentation Evening each November.

Purpose of the policy

The purpose of this policy is to confirm how St Mary's issues examination certificates to pupils, and what will happen to any unclaimed/uncollected certificates, in line with the exam board regulations.

Distribution of Certificates

- Certificates arrive in school in early November, and will then be checked and placed in envelopes for distribution as soon as possible. This will usually be during the annual Presentation Evening, to which all pupils will be invited. The exact date and time of the Presentation Evening will be confirmed to pupils as far in advance as possible.
- We are not permitted to withhold certificates from pupils without prior permission from the exam boards, and even then only in exceptional circumstances.
- Pupils will sign for their certificates at Presentation Evening, to ensure there is a record of collection.
- Uncollected certificates are returned to school and are then available for collection at a later date.

Collecting certificates after Presentation Evening

- If unable to collect certificates at Presentation Evening, pupils may then collect their certificates in person from the school office at any time during normal opening hours (currently 8.30am – 4.00pm). If unable to do so due to other commitments, pupils may nominate a parent or carer to collect on their behalf, but that nominated person **must be able to show photo ID, and have with them a brief letter of permission from the pupil.** Certificates will be signed for upon receipt, to ensure there is a record of collection.
- Postage of certificates – It is not school policy for certificates to be posted to pupils, due to the potential for damage or loss (and certificates are very expensive to replace). However, under certain circumstances (for example if a pupil has moved away from the area), a pupil may request in writing (via email to the Exams Officer) that their certificates are posted to

them. The school will always obtain 'proof of postage', but in these cases pupils will need to be aware that the school can accept no liability for damaged or lost certificates.

Retention of Certificates

- It is exam board policy that schools are asked to retain certificates for a minimum of 12 months. However, St Mary's are committed to keeping unclaimed exam certificates for up to 10 years. We regularly have ex-pupils contacting us regarding the whereabouts of their certificates, and therefore we believe it is important to retain them for as long as we can.
- If your certificates go longer than 10 years without being collected, we will dispose of them securely by shredding them. We keep a detailed record of any certificates that we have disposed of this way. If you subsequently need them, you must then contact the exam boards directly for replacements (and please be aware that fees will apply).

If you have any questions at all about your certificates, please contact the Exams Officer, Mr Shone –

l.shone@lsmchs.com