

Bedales Senior Post Qualification and Resit Policy for Leavers

Implementation date: Summer 2019
Date/term of last review: Spring 2024

Author	Deputy Head (Academic)
Review body (individual or group)	Senior School SLT
Approval Body	The Head
ISI Regulatory Paragraph Number	N/A
Next Review Period	Spring 2025

Tick relevant box(es) ✓ how this Policy should appear:

Inspector Folder		
Website	Upload	✓
	Signpost	
Internal only		
Parent Portal		
For Students		

Bedales Senior Post Qualification and Resit Policy for Leavers

Introduction

Occasionally, departing students need to resit part or all of an A Level, or a GCSE. This policy aims to provide some structure and guidelines about the process to help Heads of Department and other staff give the correct advice to students and parents about a potentially sensitive issue when they are seeking support.

This policy is not designed to replace necessary discussions about whether a student should retake a year, or any other course of action which will require an Old Bedalian to spend significant time in School. Accommodation is not to be offered to any Old Bedalian in relation to retaking exams, and any visitor should abide by our School Visitor Policy and Safeguarding protocols.

Neither does this policy relate to assistance on results day, re-marks or post A Level UCAS applications, all of which are considered to be part of our core support and offering to students.

The Policy

This policy is relevant to the following types of situation:

- The need to use Bedales as an exam centre to resit exams.
- The need to use Bedales and its staff to provide:
 - o Administration of exam entry.
 - o Provision of exam room and invigilation.
 - o General guidance.
 - o Academic advice and support.
 - o Re-marking of coursework or marking new coursework.
 - o Issuing of exam revision guides.
 - o Requests to offer short tutorial and academic support (e.g. language oral practice).
 - o Any other task which might require significant work from staff and/or administrative time and costs.

To simplify the process, Bedales is able to offer Tier 1 or Tier 2 support:

Tier 1

This is if the student simply wishes to resit part, or all, of an A Level or GCSE. The cost is limited to covering the cost of the examinations and administration.

GCSEs	£125 per single subject entry.
A Levels	£250 per single subject entry.

If only a single paper is required, the cost is reduced to £150.

Additional costs for examinations may be incurred for:

- Late-entries (the accurate figure will be provided to the student/parent if required and achievable).
- Exam access arrangements (e.g. scribe) could also be organised (but not guaranteed), and only if these arrangements had previously been agreed by the JCQ, for additional cost, which will be calculated on an individual bespoke basis.

Tier 2

This category is more nuanced to the needs of the individual, and various forms of support may be requested. Any applications for support must be discussed, supported and authorised by the Deputy Head (Academic) and Bursar. It is possible Bedales will not be able to offer the level of support required, and the student/parent should look for specialist independent retake/tutorial institutions.

Where we can help without undermining the quality of education to current Bedalians, a clear contract of intentions will be drawn up. There will be a minimum charge of £500 for this service, but the true cost will be determined on an individual basis.

Finally

It is important to remember that if any agreement is reached, Bedales and its staff must acknowledge and be sensitive to the new arrangement between the Old Bedalian and the School. In a situation where the Old Bedalian is a legal adult, safeguarding policies, GDPR and guidelines about data protection and confidentiality must also be adhered to.

Ultimately, any decision is at the School's discretion. If it is felt we cannot provide the support requested, we will need to sensitively decline.

All School policies are available to staff and can be found here:

<https://bedalesschools.sharepoint.com/sites/bdd-wholeschoolpolicies>