

**EXTERNAL EXAMINATION ENTRY POLICY**

Every student following an examinable Key Stage 4 course of study is entitled to be entered for the examination during or at the end of the course, provided the student has met all the course requirements. Depending upon individual circumstances a student may be withdrawn from an examination, but this will only take place with the agreement of the relevant Head of Department, the student and the student's parents(s) or guardian(s). This process will be co-ordinated by the Deputy Headteacher, Head of Year and Assistant Headteacher (Pastoral).