

My ref: CW/RMF

Your ref:

Tel No:

Date: March 2020

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 to attend an examination or complete all the course work required for the course without good reason (eg. illness). 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.

Yours sincerely



**Chris Ward**  
**Director - Education**

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