



## ISAAC NEWTON ACADEMY

### **Policy for additional sixth form exam entries – BMAT, MAT, STEP and other admissions assessments**

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. We are committed to supporting INA students to earn places on competitive courses and at competitive universities. To facilitate this, we will register as a centre where we can accommodate the exam so that INA students can take these exams in a local and familiar venue. We cannot currently accommodate online exams. Any exam entries must be agreed in advance with a member of SLT with responsibility for sixth form. Student and parent must sign in agreement and provide the required deposit in advance of any entry. Copy of required letter included as an appendix.

We require a deposit from families in advance of any additional sixth form exam entry to ensure attendance as we provide invigilation and administration. Should a student not attend the exam, this deposit will be kept. We will meet up to 50% of the cost of each exam entry (up to a maximum of £50 per entry) to support improving access to higher education, payable after completion of the exam. Students and their families are responsible for the remaining cost.

For 2019.20:

<b>SLT with responsibility for sixth form:</b>	Sugra Alibhai (Senior Vice Principal & Head of Sixth)
	Eva McEvoy (Assistant Principal & Deputy Head of Sixth)
<b>Deposit for exams with no entry cost:</b>	£20 – 100% refunded on completion
<b>Deposit for exams with entry cost:</b>	Full cost of entry – 50% refunded (up to £50) on completion

October 2019



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**Appendix:**

October 2019

**Subject: Additional sixth form exams – BMAT, MAT, STEP, Oxbridge admissions assessments**

Dear Parent/Carer,

We are happy to support students in accessing places for competitive courses and universities by acting as a centre for additional sixth form exams.

Where there is a cost for an exam entry, we require payment of the **full cost in advance of entry**. On completion of the exam, we will refund 50% of the cost to the student as our contribution (maximum £50).

Where there is no cost for an exam entry, a **refundable cash deposit of £20 per entry** must be paid in advance of entry. On completion of the exam, this will be refunded in full to the student.

Students and parents need to agree in writing in advance by completing the reply slip below with payment. All entries need to be agreed by an SLT member with responsibility for sixth form (Ms S Alibhai Head of Sixth or Ms E McEvoy Deputy Head of Sixth).

In the case of exams with an entry date of Tuesday 15<sup>th</sup> October, all payments and signed forms must be received on Monday 14<sup>th</sup> October at the latest.

Yours sincerely,

Ms E McEvoy  
Assistant Principal & Deputy Head of Sixth  
Isaac Newton Academy

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Request for entry for additional sixth form exams

<b>Exam requested:</b>			
Student name:	_____	Parent/ carer name:	_____
Date:	_____	Date:	_____
Signed:	_____	Signed:	_____
Payment received?		Entry confirmed?	
Staff name and signature:		Date:	