

ITCHEN COLLEGE POLICY FOR THE PAYMENT OF EXAMINATION AND REGISTRATION FEES

Role Responsible:	Assistant Principal (Transition and Engagement)
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1. The Policy

1.1 Itchen College will pay, in full, for all examination and registration fees relating to full time 16-19 students unless:

- The examination is a retake examination, and the college has already paid for an earlier examination in the same course.
- The examination is being taken before the usual scheduled examination date at the request of the student (e.g. GCSE Maths November retake).
- The student has failed to attend over 80% of lessons relating to the course since the start of the academic year.

In the case of a student failing to attend over 80% of lessons in a course at the time at which the invoices are produced, the student may be expected to pay examination or registration fees according to the following guidelines:

- For courses in which there are examinations (e.g. A level, GCSE etc.)

Student to pay a percentage of the examination fees for the course. The percentage paid by the college will correspond to the student's attendance percentage for the course (as shown on IRIS) at the time that the invoices are produced. So a student with a 75% attendance record in, say, Psychology will be expected to pay 25% of the examination fee (since the college would pay 75%).

- For courses in which the assessment is primarily through coursework (e.g. BTEC, CTEC)

Student to pay a percentage of the registration fee for the course. The percentage paid by the college will correspond to the student's attendance percentage for the course (as shown on IRIS) at the time that the invoices are produced. So a student with a 75% attendance record in, say, CTEC National Award Business will be expected to pay 25% of the registration fee (since the college would pay 75%).

In all cases, Heads of Faculty would have the right to waive any invoice if they consider that there are genuine reasons for a student's low attendance rate. Tutors and Heads of Faculty will screen all invoice letters and warning letters to filter out those relating to students with extenuating reasons for poor attendance.

2. Procedure

2.1 The Time Line

- At Enrolment
The Learning contract that new students sign at Enrolment clearly states that students who fail to achieve at least 90% attendance in a course may be charged the examination fee for that course. The Parents' Handbook also makes this clear.
- Mid year
A warning letter is sent to students who are at risk of being charged, with an incentive to improve their attendance. A general reminder is also publicised on the Parent Information Pages (PIPs).
- Immediately after the final examination in late June, invoices may be sent to students who have been entered for a summer exam (not a retake) and whose attendance is still below 80%. The accompanying letter explains that fees must be paid by a specific date.

3. Equality impact and monitoring the policy and procedure

- 3.1 In monitoring the impact of this policy and procedure, the College will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal (Transition & Engagement).

4. Related Policies and Guidelines

- 4.1 This policy is linked to the following policies and guidelines:

The Attendance and Support Policy