

## **Collection of Exam Certificates**

Certificates will be available for collection from Monday 16 November 2026. We kindly ask that all students make arrangements to collect their certificates in person, as they will not be sent out by post.

If a student is unable to attend, a friend or family member may collect the certificates on their behalf. In this situation, a signed letter of authorisation must be provided in advance, clearly giving permission for the named person to collect them. Please note that, for security reasons, certificates cannot be released without this written confirmation.

In line with the Joint Council for Qualifications (JCQ) regulations, the school is not required to store certificates for more than 12 months after they have been issued. We strongly encourage students and parents to ensure these documents are collected promptly.

Certificates are important records of achievement and may be requested in the future by employers, colleges, or universities. It is therefore essential that they are collected and kept safely.