



JWW/LRG

7 May 2010

To parents of all Upper Sixth Formers

Dear Parent,

**A-LEVEL EXAMINATIONS 2010**

Please find attached vital information and advice for all Upper Sixth Formers regarding the public examination period and the arrangements thereafter.

I would be grateful if you would go through this with your son or daughter. It is vital that all dates, times and procedures are known and adhered to. Please also sign the tear-off slip below and send it back, via your son or daughter, to his or her Tutor by Friday 14 May.

I hope that the examination period will go well and that hard work will be rewarded with good examination grades.

Yours sincerely,

J W Watson  
Headmaster

X.....

I hereby acknowledge receipt of the attached information regarding the A-Level Examinations and the arrangements thereafter.

Pupil's Name: \_\_\_\_\_ Form: \_\_\_\_\_  
(Please print)

Signed: \_\_\_\_\_  
(Parent)

Please return to Form Tutor by **Friday 14 May**.

## NOTES FOR PARENTS OF A-LEVEL CANDIDATES 2010

### 1. LEAVE OF ABSENCE

From Thursday 27 May A-Level candidates will not be required to attend school except for examinations. If any candidates wish to revise in school they may do so by arrangement with their Form Tutor, but school rules (dress code etc.) will apply just as they do for the examinations themselves. Teaching will continue up to the morning of Thursday 27 May, with a special revision timetable arranged for the final week.

### 2. PROCEDURE FOR RETURNING BOOKS

- (i) **Books are to be returned on 1 July between 9.00am and 11.30am.**
- (ii) Book return forms should be obtained from Mr Burns in the Sixth Form Library. Pupils should hand to each of their subject teachers all the books relating to that subject that have been issued to them. The subject teachers will then sign the forms presented to them by their pupils.
- (iii) The same procedure should be carried out in the School Library.
- (iv) Book return forms should then be presented by pupils to their Tutors who check that all appropriate sections have been dealt with.
- (v) Once all books have been returned, the completed forms are then signed by the Tutor and returned to the pupils. All U6 Formers **must** then go to the Headmaster to receive their Final Report, Leaving Certificate and destination sheet.

Anyone unable to attend on this date should tell their Tutor when they can bring their books back.

### 3. PUBLICATION OF A-LEVEL RESULTS

A-Level results will be received by the School on Thursday 19 August.

Candidates may have their results posted. If results are to be posted, candidates should inform Mrs Barrett in the School Office by Tuesday 11 May.

Candidates may, if they prefer, come to school to the 6th Form Library, to collect **only their own individual envelopes** on the day the results are due, but not before 10.00am or after 11.00am, when they will be posted. No results sheets will be published at the school nor can telephone enquiries be entertained. Advice on procedure after the results are known is given below.

### 4. DESTINATION AFTER A-LEVEL

Your son or daughter should post to the School the sheet giving us information about his or her next destination after leaving (college, employment, new address etc.) so that we do not lose contact. It would be very much appreciated if the sheet were returned to the school by **1st September 2010**. This sheet will be issued by the Headmaster with the Final Report.

### 5. RECEIVING A-LEVEL CERTIFICATES

We do not take the risk of sending certificates through the post. They will be distributed at Graduation Evening in December. Any pupil who is unable to attend Graduation Evening may collect their certificates from the School Office on weekdays after the New Year. A new ruling by the Examination Boards requires that all A-Level certificates issued are collected within six months of their issue. Any certificates not collected will be returned to the Examination Board. It is important therefore that all candidates collect their certificates by May 2011.

**6. LEAVERS' CONCERT AND GRADUATION EVENING**

We wish to mark the end of your son or daughter's time at Bablake in a memorable way, and I attach a further letter with full details.

**7. PROCEDURE AFTER A- LEVEL RESULTS ARE PUBLISHED**

All the U6 will be issued with full instructions about confirmation of results and clearing procedures for 2010 from UCAS as soon as the school receives details of these from UCAS itself.

Below are the main points for candidates:

- A. Universities and Colleges of Higher Education will receive a copy of your results. You will be advised by those whose offer you are holding of their decision.

If you have satisfied the conditions, you should hear within two weeks from the University and/or College whose offer you are holding.

- B. If you fail to achieve the grades you have been offered, do not panic.

A University may still offer you a place if you narrowly missed the offer, but it may take time to reach this decision. You should check online. It would also be advisable to ring the University direct as soon as possible.

- C. If you are rejected you can re-apply to other Universities through the Clearing Scheme. Details will be sent to you automatically from UCAS from the beginning of September onwards. It is entirely proper for a candidate who has been unsuccessful at the time of confirmation of offer or earlier to make direct approaches to a University. If, as a result of a direct approach, a University is interested in seeing his/her papers, it may make a request for them to UCAS via the clearing system. Candidates should not attempt to obtain several requests since this causes delay and is not in their own interests.

- D. On the day A-Level results are published, staff will be available at Bablake to help and give advice. Up-to-date information on course vacancies will be available in the national press and on the Internet. There should be someone at Bablake to give advice on Friday 20 August. Please telephone beforehand for an appointment.

J W Watson  
Headmaster  
May 2010