



The Grey Coat Hospital

Entry for Examinations in Home Languages and Non-Curriculum Subjects

POLICY NAME:	Entry for Examinations in Home Languages and Non-Curriculum Subjects
GOV COMMITTEE:	Curriculum Committee
POLICY REVIEW TIMING:	2 Years

1. Purpose of the Policy

This policy outlines the criteria and procedures for students wishing to be entered for public examinations (GCSE and A-Level) in Home, Heritage and Community Languages. These languages may be spoken at home or in the community but are not taught as part of the school's core curriculum OR they are French, German or Spanish as a first/additional language.

2. Accredited Language Qualifications Available

There are currently 19 modern GCSE language qualifications available in England, excluding ancient languages. These are:

- **GCSE:** Arabic, Bengali, Mandarin Chinese, Cantonese, French, German, Modern Greek, Gujarati, Modern Hebrew, Italian, Japanese, Panjabi, Persian, Polish, Portuguese, Russian, Spanish, Turkish, Urdu.
- **A-Level:** French, German, Spanish, Arabic, Bengali, Gujarati, Modern Greek, Modern Hebrew, Japanese, Panjabi, Persian, Polish, Russian, Portuguese, Turkish, Urdu.

These examinations are administered by AQA and Edexcel. It is the student's responsibility to familiarise themselves with the requirements of the relevant examination specification. Specifications and assessment materials are available on the respective exam board websites.

3. Voluntary Nature of Entry

Entry for an examination in a home, heritage or community language is **not compulsory**. The school will act as an examination centre for students who:

- Demonstrate a high level of competence in the language;
- Are confident in achieving a strong outcome (typically Grade 7 or above at GCSE or Grade C and above at A-Level);
- Are committed to preparing independently outside of regular school curriculum time.
- Careful consideration must be taken as to whether taking the examination in Y12 would be ***detrimental*** to a student's university application as many universities require ***all*** examinations to be taken in the same sitting.

4. Appropriate Timing for Examination Entry

- **GCSE Entry:** Normally from **Year 9** onwards.
- **A-Level Entry:** Normally in **Year 12 or 13**. Students should be aware that A-Level qualifications assess not only linguistic ability but also knowledge of social trends, politics, literature, film, and cultural history.

5. Procedure for Requesting Entry

To request examination entry:

- Parents/carers must complete the standard "**Contact Us**" form on the school website, providing:
 - The language requested;
 - A brief summary of how the student acquired the language;
 - The student's confidence level and motivation.

- Students may also speak to the Head of MFL directly (via the staff room at St Michael's or St Andrew's) to express interest and discuss suitability.

6. Evidence Required Before Entry

Once interest has been expressed, students must submit **evidence of marked and graded written work** completed under controlled conditions.

- If the student attends a **Supplementary School**, their tutor may provide this.
- If the school has staff capable of marking the language (e.g. French, German, Spanish), internal marking may be arranged.
- If neither option is available, the student must arrange for a **qualified and reliable native or fluent speaker** to mark the work and certify that it was completed under exam conditions.

This evidence must be submitted to the Head of MFL **by Friday 30th January**.

Unmarked or uncertified work in non-taught languages will not be accepted.

If submitted work does not meet the required standard, students may be advised to defer their examination entry to a future date when they are better prepared. The school will **only approve one entry per student per language**, so it is important to ensure readiness.

7. Support for French, German, and Spanish

Students already studying **French, German, or Spanish** will receive differentiated support within existing lessons:

- Early entry students (e.g. GCSE in Year 9) may not choose that language for study in Year 10.
- Students who take the GCSE in Year 10 must remain in class in Year 11 and continue to study the language independently or through extension tasks.

Students may not transfer to a different option subject in Year 11 after early GCSE completion.

8. School Support and Exam Preparation

The school will act as an **examination centre only** and is not able to offer:

- Private tuition;
- One-to-one exam coaching;
- Mock examinations (GCSE or A-Level) outside of the school's curriculum provision.

Preparation for the examination is the **responsibility of the student**, who must be able to manage this alongside their existing school commitments.

9. Examination Timetables and Oral Exams

Once examination entries are confirmed:

- Dates and times of written exams will be published via **EduLink**.
- Dates and times of **oral examinations** (if applicable) will be communicated via the Examinations Officer/HoD MFL.

Please note that these are **public examinations** and dates/times are set by the exam boards. These cannot be rescheduled.

10. Examination Fees

- Parents/carers are responsible for the **costs of examination entry and oral examiner fees**.
- Costs vary depending on the language and examining board.
- For students eligible for **Pupil Premium**, the school **may** cover all associated costs.

11. Oral Examiner Availability

Please be aware that the oral examination component is dependent on the school securing a suitable examiner:

- In some cases, the school may seek support from the community in identifying qualified examiners.
- If no examiner is available, it may not be possible to conduct the examination, and entry may be postponed or cancelled.

12. Contact

All enquiries regarding entry for Home, Heritage, and Community Language examinations should be directed to the HOD MFL via the usual school communication channels.

School Policy on Entry to Non-Curriculum Subjects

1. Purpose of the Policy

This policy outlines the criteria, expectations, and procedures for students wishing to be entered for qualifications in **non-curriculum subjects**, i.e., subjects not taught as part of the school's regular timetable.

These may include, but are not limited to:

- Community or heritage languages (the school's approach is outlined above)
- Classical subjects (e.g., Latin, Ancient Greek)
- Specialist subjects (e.g., Astronomy, Additional Mathematics, Philosophy)

2. Principles and Rationale

The school recognises that some students may have interests, skills, or cultural connections that align with subjects not formally offered in the curriculum. Where appropriate, the school is committed to supporting such students by acting as an **exam centre**, provided that:

- The subject is available through an approved examination board;
- The student demonstrates sufficient capability and commitment;
- The subject does not conflict with the student's core curriculum or overall wellbeing.

3. Eligibility for Entry

To be eligible for entry in a non-curriculum subject, the student must:

- Be in **Year 10 or above** (for GCSE) or **Year 12 or above** (for A-Level);
- Show clear evidence of **readiness** for assessment, including prior knowledge or external tuition;
- Be able to **study independently** or have arranged **external tuition**;

- Demonstrate the ability to manage **additional workload** without compromising core academic progress;
- Have **parental/carers support** and approval for the entry.

4. Application Process

Students and their families must follow the steps below:

1. **Initial Enquiry**
The student or parent/carers contacts the school (via the school's communication platform or email) outlining:
 - a. The subject and level (GCSE, A-Level, etc.)
 - b. How the subject has been studied (e.g. private tutor, community school)
 - c. The student's motivation and readiness
 - d. Any specific support needed from the school
2. **Meeting/Consultation**
A meeting may be arranged with the designated staff member (e.g. Relevant SLT or Exams Officer) to review the request.
3. **Submission of Evidence**
Students may be required to submit recent marked work or a tutor's report as evidence of readiness.
4. **Approval**
Entry will be confirmed if the school deems the student well-prepared and logistically able to sit the exam.

5. Support and Supervision

As non-curriculum subjects are not part of formal teaching, the school is **unable to provide regular tuition** or structured lessons. Students are expected to:

- **Study independently** or attend lessons outside of school hours;
- Arrange their own revision resources or tuition;
- Liaise with an external tutor where applicable.

The school may, in some cases, assist with:

- Access to past papers or specifications;
- Use of facilities for oral exams or controlled assessments;
- Administrative support for exam entry.

6. Examination Entry and Fees

- The school will act as an exam centre **where possible**, subject to staffing, timetabling, and examiner availability.
- **Parents/carers are responsible** for:
 - Examination board entry fees;
 - Any associated costs (e.g. oral examiners, invigilators, materials).
- For students eligible for **Pupil Premium**, the school **may** cover entry costs upon request.

7. Limitations and Restrictions

- The school reserves the right to **decline an entry request** if:

- The subject cannot be accommodated logistically;
- The student has not demonstrated sufficient readiness;
- Entry would negatively impact the student's wellbeing or core studies.
- Students may only be entered **once per subject** unless a strong educational reason for re-entry is established.
- If an **oral or practical component** cannot be delivered (due to lack of an examiner or resources), the school will notify the student and family and may not be able to proceed with the entry.

8. Communication and Key Contacts

All enquiries regarding non-curriculum subject entries should be directed to:

- **Examinations Officer**
- **Relevant SLT**

Important updates, deadlines, and examination details will be communicated via EduLink.

9. Review of Policy

This policy will be reviewed annually by the Senior Leadership Team and governors. It will be updated in line with exam board requirements and school capacity.