

Date: June 2025

Dear Parent/Carer

**Re: GCSE and Level 2 Results and Sixth Form enrolment Day Thursday 21 August – Main Hall**

I have no doubt that your child will experience a mix of emotions leading up to GCSE and Level 2 results day. It is completely natural to have a sense of excitement mixed with apprehension.

We have a staggered collection time to give students the opportunity to access support, speak with staff and complete the sign-up process for Sixth Form. Students should arrive at the following times, and you are welcome to accompany your child collecting their results:

Surname	Collection Time
Surnames starting A-B	8.00 am
Surnames starting C-D	8.20 am
Surnames starting E-G	8.40 am
Surnames starting H-J	9.00 am
Surnames starting K-L	9.20 am
Surnames starting M-O	9.40 am
Surnames starting P-R	10.00 am
Surnames starting S	10.20 am
Surnames starting T-Z	10.40 am
Time available for any student that could not make their previous arrival time – <b>final collection 11.30am</b>	11.00 am

Please be aware that these results belong to your child. Which means any permission must come from your child. This includes collection of results and any discussion of post exam services such as a Review of Marking.

***What if my child cannot attend results day?***

Any results not collected by 11.30 am will be posted home.

- If your child is unable to collect their results but would like someone to do this on their behalf then they will need to write a letter detailing the name of the person that will be collecting their results. That person will need to bring this letter in on results day along with photo ID such as a driving licence with them at the time stated above. If you are away or there is no-one available to collect their results they can be sent by email to your child.
- If your child would like to receive their results by email they will need to write a letter confirming the email address to be used. This should be brought into school by Thursday 19<sup>th</sup> June or dropped

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into reception shortly afterwards. Please be aware that results sent by email will not be sent until late in the afternoon of results day.

***What if I want to appeal a grade?***

This is called a Clerical Check or a Review of Marking. If a student wishes to go ahead with a Review of Marking then they will need to sign a form confirming that they understand that their grade can go down as well as up and there will be a cost of £50 payable for each paper reviewed. This means, for example, that to have all three papers reviewed in Maths there would be a cost of £150. Further information about this process will be available on results day when staff will be on hand to support you or your child with this process.

***Sixth Form Enrolment***

On results day students will receive a **results sheet** and an **enrolment form**. The **enrolment form** will detail the next exciting steps for their future, including their course preferences. Students will meet with a member of staff to finalise their course choices before they leave.

***Students get the grades they need, what next?***

Students' grades will determine the specific courses students can study. Certain courses, as you know, have 'course entry requirements'. If the 'course entry requirements' are met then students will then be enrolled onto their preferred courses.

***What if students do not get the grades they need or would like to change options?***

Should students do better than they expected or fail to get the grades they hoped to achieve, we are here to discuss with them the course choices available to them. The whole sixth form team will be present to support students in these important decisions.

***What if my child cannot attend results day / sixth form enrolment and are continuing at Shoreham?***

For Sixth Form sign-up please e-mail [sixth.form@shoreham-academy.org](mailto:sixth.form@shoreham-academy.org) to make us aware and a member of the sixth form team will contact you to make alternative arrangements.

***What next?***

Shoreham Academy wants to make sure that students are supported throughout the results period and assist them onto their next important steps before they leave for the rest of summer. If there are any questions that we can support with then please do not hesitate to contact us otherwise we look forward to seeing you and your child on Thursday 21<sup>st</sup> August.

Yours sincerely



Mr Coupe  
Principal

Yours sincerely



Ms Penney  
Senior Vice Principal

Yours sincerely



Mr Felton  
KS5 Assistant Principal