



JPB/CMA

16 December 2025

Dear Parent/Carer and Year 11 students,

Important Information Regarding GCSE Entries for Year 11 Students

As we approach the new year, we will begin preparing entries for your child's GCSE examinations, scheduled to start with Art examinations in the week commencing **Monday 20 April 2026**.

Please note that all students must be entered using their **legal name**, as required by the examination boards. Students should also use their legal name when completing the details section of their exam papers. This name will appear on their official GCSE certificates.

To ensure accuracy, a list of student names will be sent to each Form Tutor in January. Students will be asked to check the spelling of their name and confirm that it is correct by signing the list.

If your child's legal name is incorrect on our records, please contact the school office immediately with the correct details and supporting documentation (such as a birth certificate or passport). **All corrections must be submitted by 30 January 2026** to allow us to update records before examination entries are submitted.

Contingency arrangements

Awarding bodies have designated contingency sessions for the summer exam series, which will only be used in the event of national or significant local disruption to examinations. The contingency day for summer 2026 is **Wednesday 24 June 2026 (morning and afternoon sessions)**.

Candidates must remain available on this date, even if their last scheduled examination is earlier. Once candidates have completed their final examination, they do not need to make themselves available on the contingency day.

Please note: The contingency day cannot be used to reschedule an individual candidate's examination for any reason, including illness, absence, religious or family events (such as holidays or weddings).

Further information about GCSE examinations can be found on our dedicated webpage at [West Craven High School - Exam Information](#)

Thank you for your support in this matter. If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Mr J Bates
Principal

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