

Ref: RAN/JWO

8th November 2023

Dear Parents and Carers

Leavers 2023

We are pleased to inform you that your child's examination certificates are now ready to be collected from the Academy! The certificates are a legal document which require a signature, so we are unable to post them out.

Darton Academy have a planned inset day on **Friday 24th November 2023**, the Academy will be closed to existing pupils. we thought this would be an ideal opportunity to invite your child to collect their GCSE certificates. The Academy Reception will be open between the hours of **9.00am and 3.00pm**.

If your child is unable to collect their certificates on this day, they can nominate a family member or friend to collect them on their behalf. In this instance we do require **your child** to sign the permission slip below. Anyone collecting the certificates will also need to bring with them a formal proof of identification.

Below is a link to a short form, please complete and confirm your child or nominee's attendance on the day.

<https://forms.office.com/e/6qUXcs0kmd>

We strongly advise that the certificates are collected at this time. After this date, certificates will be archived and can be collected by appointment only. Certificates will remain in our archive until **May 2025**. Any unclaimed certificates are likely to be destroyed after this date. Replacement certificates could cost up to £50 each.

If you are unable to access the attached form, or you have any further queries please email us at info@dartonacademy.org.uk

Yours sincerely

R Anderson

Miss Roxane Anderson

Exams Officer



Certificates collection 2023 - Candidate permission form

If your child requires someone else to collect their certificates, they need to complete the below information.

Candidate name			
I give permission for my representative (insert name) to collect certificates on my behalf. I confirm that my representative will provide their photographic ID on collection.			
Candidate signature		Date	

Completed forms will need to be brought to the Academy with the nominee on the day of collection.