

Service Level Agreement (SLA)

Royal Free Hospital School

and

Education Welfare Service

2017/18 and 2018/19

GCSE exam access for home educated children

Context

Home educators nationally and locally find it extremely difficult to secure access to GCSE exam centres for their children. Previously, Camden schools considered a request from the EWS on an ad hoc basis. After an appeal to Camden Schools, the Royal Free Hospital (RFH) School has agreed to offer a small number of places to home educator's children. There will be no more than ten **different** exams or children whichever is less in the first year. The SLA is reviewed each September to adapt **best** practice. The access is only open to residents of the London Borough of Camden.

Royal Free Hospital School

- Will act as the exam centre for the candidates and communicate with parent/candidate and or LA around costs, times and dates of exams.
- Can offer exams for all 4 examination boards
- Can offer GSCEs in the following subjects Maths, English, Religious Studies and Humanities. At present, the school is unable to offer Modern Foreign Languages and Science due to the practical requirements, but is willing to discuss individual cases. Other subjects could be possible but this will need to be discussed with the RFH School.
- The pupils at the Royal Free Hospital will be the primary consideration for the school and home-educated children are offered a space to sit an exam only if there is no detrimental impact on the existing pupils at the school.
- Enquires for exams from parents will be re- directed to the LA
- The RFH School is unable to offer separate rooms for candidates to take exams unless agreed in advance, as this could incur additional staffing costs and room rental, and it does not affect the running of the RFH School and pupils of the school sitting their exams.
- Exam results will be sent / obtained in the usual way.

Education Welfare Service

- Will act as the gatekeeper for the exams process and will collect any payment from the parents.
- Will confirm to RFH School once payment in full has been received and school can enter the candidate for the exam.
- Will arrange to transfer any costs received to RFH School budget at monthly intervals.
- RFH School name will not be published in LA documents about home education.
- The costs of exams and any additional costs will be agreed in advance with the RFH School.
- EWS will complete the Royal Hospital Risk Assessment and share the contents with the RFH School to check if there any indications that would prevent the home educated candidate sitting the exam
- EWS will establish whether candidates require Access Arrangements, Reasonable Adjustments and Special Consideration. They will also advise the candidate, in association with RFHS, how best to complete the assessments required, as stipulated on JCQ Form 8, in order to make such an application.
- EWS will consider each request for exams from parents and discuss the possibility if the RFH School can accommodate a candidate sitting an exam if it is a different subject, exam board etc.
- EWS will discuss other options if the RFH School is unable to meet the needs of the pupil.
- EWS will supply RFH School with name, address, date of birth and any registration numbers used in the past such as unique pupil number (UPN) and unique candidate numbers (UCI).
- EWS staff will meet the candidate at an arranged place in the Royal Free Hospital and escort the child to the school.
- A private, external or transferred candidate who is not known to the school, must show documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence

Parents

- Will discuss requests for exams with the LA and not make contact with the school in the first instance.
- Will abide by the decision of the LA if they are unable to offer an exam centre and the LA will assist with other alternative options where possible.
- Will be responsible for all costs of exams, including any admin charges, late fees, and or additional requirements to enable the candidate to sit the exam. This will be confirmed with the parent in advance. Payment in full must be made by the agreed date. Any part payments received will not be returned. If the parent fails to pay the costs of the exam, in full, the candidate will not be entered for the exam.
- Examination fees for private or external candidates will be required to pay an administration fee and any additional costs incurred, and deemed as reasonable, to include invigilation, staffing, accommodation and postage costs.
- Will co-operate with the risk assessment and indicate fully if there are any additional needs for their child that might affect other pupils in the RFH School.

- Will ensure the candidate arrives in plenty of time for the exam and that the candidate brings photo identification to the exam centre. At least an hour before the exam. If the candidate arrives late, they will not be able to enter the exam room or sit the exam at another time and may forfeit any costs.
- Candidates will obey any instruction by the school / exam invigilator whilst on school premises. Failure to do so may result in the candidate not completing the exam or even forfeit their exam paper.
- Should a candidate not attend an exam the cost is not refundable.

This Agreement constitutes the entire agreement between the parties in relation to this matter. Any clauses not included in this Agreement will be discussed between the parties and the SLA may be amended at the annual review.



Alex Yates

Head teacher

Royal Free Hospital School

Date: 04.04.2018



Ed Magee

Education Welfare Service

London Borough of Camden

Date: 04.04.2018