



12 February 2021

Dear Parents, Carers and Guardians,

This week all Year 13 students have been emailed, to their Lord Grey student email, their Statement of Entry for the qualifications they are being entered for in Summer 2021. Please check with them that this has been received and they have checked the following:

1. **Name on Certificates** - this should be their full legal name, if this is **not** correct they must email [registrar@lordgrey.org.uk](mailto:registrar@lordgrey.org.uk)

It is extremely important that we have the correct legal name for students completing qualifications and that all their certificates reflect this. If their legal name is incorrect they could encounter problems, and potentially large costs later on when they are applying for universities or jobs.

2. **Date of Birth** - this will show on some of their certificates so it must be correct, if it is **not** correct they must email [registrar@lordgrey.org.uk](mailto:registrar@lordgrey.org.uk)

3. **Qualification entries** - all subjects that they are studying and completing in summer 2021 should be shown, with the exception of the following BTEC and CTEC qualifications - the entries for these have not yet been made, and the awarding bodies have advised that these are not done until the outcomes of the consultation are announced. Once entries have been made for these qualifications students will receive an updated statement of entry, where applicable. The qualifications that will not currently show are:

- BTEC Level 3 Certificate in Applied Science
- BTEC Level 3 Extended Certificate in Applied Science
- BTEC Level 3 Extended Certificate in Health & Social Care
- CTEC Level 3 Extended Certificate in Business
- CTEC Level 3 Certificate in IT
- CTEC Level 3 Extended Certificate in Digital Media
- CTEC Level 3 Extended Certificate Sports & Physical Activity

If a subject is missing, apart from the exceptions listed above, students should email [exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk)

Students are asked not to email either of the addresses advised above if the details on their statement of entry are correct.

If they have any concerns they should speak with their tutor in the first instance.

Yours sincerely

Mrs P Greenwood  
**Examinations Manager**

