



# The Bishop of Hereford's Bluecoat School

## Certificate Issue and Retention Policy

SLT Lead: Ellie Bunston

Governor Committee Approval: AQT

Review Date: September 2026

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### 1. Key staff involved in the procedure/policy

Role	Name
Exams officer	Clara Lobban
Senior leader(s)	Ellie Bunston
Head of centre	Tom Williams
Other staff (if applicable)	Not Applicable

This procedure/policy is reviewed and updated annually to ensure that certificates at The Bishop of Hereford's Bluecoat School are managed in accordance with current requirements and regulations.

Reference in the procedure/policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

#### Introduction

Certificates are provided by awarding bodies after examination results have been confirmed. Certificates always remain the property of the awarding bodies.

### 2. Purpose of the procedure/policy

The purpose of this procedure/policy is to confirm how The Bishop of Hereford's Bluecoat School issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

### 3. Issue of certificates

The Bishop of Hereford's Bluecoat School will:

- distribute certificates to all candidates without delay and regardless of any disputes (GR 5.14)
- not withhold any certificate without prior permission from the relevant awarding body which will only be given in very exceptional circumstances (GR5.14)
- keep a record of the certificates that are issued (GR 5.14)
- return any certificates requested by the awarding bodies as certificates always remain the property of the awarding bodies (GR 5.14)

The receipt of certificates from awarding bodies and arrangements for the issue of certificates to candidates is managed by Ellie Bunston and Clara Lobban.

#### **Arrangements for the issue of certificates**

Students are usually invited to a Presentation Evening where GCSE certificates are presented to those attending. Students are advised that they will need to sign to say they have received them. Students are advised that they should check personal details (name, date of birth, etc) are correct and that the final grades shown are correct, including any changes they have been made aware of as a result of a ROR or appeal. Where students are unable to attend, they are able to contact school to book an appointment/time when they can collect their certificates.

Candidates are informed of the arrangements for the issue of certificates as follows:

Students are informed of the arrangements throughout the course via school assemblies and information evenings, including access to the presentation used. Students are kept informed via form tutors, email and information on School website. Students are updated with information regularly and updates are available on the School website.

#### **Where unable to claim/collect certificates under the normal arrangements**

Where students are unable to attend, they are able to contact school to book an appointment/time when they can collect their certificates. Candidates who are unable to collect certificates themselves, may arrange for certificates to be collected on their behalf by providing the exams officer with written or email permission/authorisation. They must name the person who will be collecting on their behalf, the authorised person will then be able to collect at an agreed time and sign on behalf of the student. [Record of issued certificates](#)

The lists of certificates collected are stored in the Exams Office/Archives (not the Secure Storage) for future reference.

#### **Additional information:**

Not Applicable

#### 4. Retention of certificates

The Bishop of Hereford's Bluecoat School will:

- retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (GR 5.14)
- Certificates not collected are kept in the Exam Office/Archives in case they are needed by students in the future
- (where applicable) inform candidates that some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate (GR 5.14)

The retention of unclaimed or uncollected certificates is managed by Ellie Bunston and Clara Lobban.

#### **Retention policy**

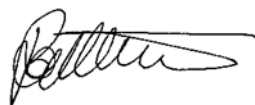
Unclaimed and uncollected certificates are stored in the Exams Office/Archive (not the Secure Room) until they are required.

#### **Additional information:**

Not Applicable

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Approved by the AQT Governors Committee at their meeting of the 6<sup>th</sup> November 2025



Signed: .....

(Chair of AQT Governors Committee)