



Kidbrooke Park Road
London SE3 9PX

t: 020 8856 0115
f: 020 8331 3004
www.thomastallischool.com

Head: Carolyn Roberts
e: headteacher@thomastallis.org.uk

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Dear Parents and Carers

Subject: Exam dispensation documentation required: please supply your child's 'Form 8'

I am writing to you to advise you that if you believe your child is currently entitled to any exam dispensation (extra time, separate room, prompt, reader, etc.) **you must provide us with evidence of this.** 'Form 8' is the thing to ask your child's previous school for, as it is the agreed statement of your child's exam-related entitlement. Once you have the 'Form 8', please pass it on to me.

If your child received exam dispensation because of a medical condition, you must also supply evidence of this medical condition from an NHS practitioner. I am sorry, we are unable to accept evidence offered by private medicine.

Once we receive this documentation, we will then be able to retest your child to ensure that they still need the arrangements presently in place. Exam dispensation is required to be reconfirmed every two years by the exam boards.

We must have your child's Form 8 and any supporting evidence by Monday 25 September. Without it, your child cannot be granted exam dispensation. Please note: we have many children across all year groups to test at Tallis and if this deadline is missed we cannot guarantee to have tested them by their first examination this year. This is particularly important for any child sitting a November retake.

Please note: we can only test Year 12 students without a pre-existing Form 8 if they have been recently diagnosed by an NHS practitioner who has provided a letter in support.

Please contact rmitchell@thomastallis.org.uk if you have any questions or queries related to this.

Kind regards,

Roche Mitchell