



# THE KING'S SCHOOL

GRANTHAM

## Certificate collection information and Candidate permission form

### Certificate collection

Certificates are normally available for collection from the middle of November. Students who are no longer pupils at the school will be sent an email notifying them when they can collect their certificates. These will be issued through the School's Reception Office. Years 11 & 12 will be notified through the school system and can be collected from the Sixth Form Centre.

If you are unable to collect certificates in this way you may wish to have them collected on your behalf. Please note we will not send them out via the post.

I give permission for my representative .....  
to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.

### Checking certificates

On collection, you should carefully check that your personal information (name, date of birth, gender) is correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

### Uncollected certificates

Please be aware that all uncollected certificates will be returned in accordance with JCQ rules to the exam boards 12 months after they have been issued. Awarding bodies will charge for the re-issue of each certificate.

In case of query, please contact Lisa Topham on 01476 563180 or email [lisa.topham@kings.lincs.sch.uk](mailto:lisa.topham@kings.lincs.sch.uk)

**Candidate Signature:**

**Date:**

**CANDIDATE NAME:**

Head Master: Simon Pickett BSc

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