



Addendum – External candidates

12/02/25

As referenced in our documentation, it is the policy of Altus School not to accept external candidates. This is a decision based on our experience of working with the challenging behaviors and transitory nature of permanently excluded pupils. In our experience, we are unable to guarantee that we can meet the access arrangements and expectations of external candidates at the time when entries are required.

However, due to special circumstances, we have agreed with the Local Authority to accept three external candidates for the summer 2025 Exam series. Due to the late nature of this request, we are not able to rewrite all our policies accordingly.

We have recognized that the primary impact of accepting external candidates would focus on identification of individuals. Since we are not familiar with these individuals, our normal procedures for identification of pupils will not suffice. We will therefore be adopting the following procedure with these specific pupils:

- Acceptable photo ID will be provided by each candidate prior to exams starting.
- Each candidate will be accompanied by their external Tutor on exam day.
- On exam day, relevant staff will check the student against the photo ID we have on record.

These arrangements will be in place for the summer 2025 exam series only. There is no intention to formally accept external candidates in future, but should we decide to do so, our policies would be amended to reflect this.

John Rothwell

Assistant Head