



Davenant Foundation School

Nurturing, Mind, Body & Spirit

Headteacher: Mr A. Thorne
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Certificate Collection Permission Form

If you are unable to collect certificates in person, you can nominate a representative to collect your certificates on your behalf. They will be responsible for checking and agreeing that all the information on your certificates is correct at the time of collection and they will be asked to sign for them.

If someone else will be collecting your certificates, please complete the required information below and give it to your representative to bring in with a copy of your photo ID.

Candidate Permission Form

Student Name..... (Print)

*Year 11 / Year 13

I authorise the person named below to collect and sign for my examination certificates on my behalf.

Name of person collecting..... (Print)

Relationship to Student..... i.e. Parent (Print)

Student Signature.....

Date.....

The person collecting certificates will be required to produce a form of identification i.e. Driving Licence/Passport and this permission slip. * Highlight as applicable

Uncollected certificates will be held by the school for a minimum of one year. However, they cannot be stored indefinitely and will be destroyed in line with the school data retention policy if uncollected. Candidates who do not collect their certificates within this period will need to contact the exam boards to request replacements at their own cost.

Davenant Foundation School fully complies with information legislation.

For the full details on how we use your personal information please see the school's website or call 0208 508 0404 if you are unable to access the internet.

Davenant Foundation School is a company limited by guarantee registered in England and Wales with registered number 07540256.

Registered Office: Davenant Foundation School, Chester Road, Loughton, Essex IG10 2LD