BUDMOUTH ACADEMY
WEYMOUTH

Principal Sara Mashike
Budmouth Academy Weymouth
CHICKERELL ROAD, WEYMOUTH, DT4 9SY

01305 830500
EMAIL: OFFICE@BUDMOUTH-ASPIRATIONS.ORG

17th November 2026

Dear Parent/Carer,

Re: Examination Certificates – Important Information Regarding Collection

Your son/daughter's 2026 Examination Certificates will be available for collection from **Monday 30th November to Thursday 3rd December.** There will be 3 methods of issuing certificates to students:

1. Where students have returned to continue their studies at Budmouth in 2026-2027, their certificates can be collected from the 6th Form Reception Office.

2. Where students have left the Academy, they will need to collect their certificates from the Main Reception Office at school. Certificates can be collected between 9:30am and 2:30pm Monday to Thursday.

3. If students have moved out of the immediate area we can post certificates.

Postal Delivery Option

If you would prefer your child's examination certificates to be posted to you, we can arrange this. However, as examination certificates are important official documents, they must be sent using a tracked delivery service, and we are unable to cover the associated costs.

The cost of postage and packaging is **£3.80 per student**, which must be paid by bank transfer using the following details:

Bank: Lloyds Bank
Account Name: Aspirations Academies Trust
Sort Code: 30-98-62
Account Number: 21471968
Amount: £3.80 per student

The Aspirations Academies Trust is a charitable company limited by guarantee registered in England and Wales.
Registered number: 07867577. Registered office: World Business Centre 3, Newall Road, Hounslow, Middlesex, TW6 2TA

When making your payment, you **MUST** use the following reference:

BUD Postage (Student's Full Name)

For example: **BUD Postage Joe Bloggs**

It is essential that you use this exact payment reference, including the student's name. Without the correct reference, we may be unable to identify your payment, which could result in delays or your certificates not being posted.

By making this payment, you are confirming that you would like your child's examination certificates posted to your home address.

Certificates will be posted to the address currently held on Arbor. Please ensure your contact details are correct and up to date before requesting postal delivery.

Please ensure payment is made by Monday 23rd November 2026 to allow sufficient time for us to process your request and arrange postage.

Why is it so important to collect your certificates?

Every year, we are left with a significant number of uncollected examination certificates. Unfortunately, we regularly receive enquiries from former students, sometimes many years after leaving school, who urgently require their certificates for employment, university or other opportunities.

It is important to understand that:

- Examination certificates are the official proof of qualifications achieved.
- Employers, universities and training providers may request these documents at any stage in the future.
- Examination boards do not normally issue replacement original certificates. Instead, students may need to apply for a certified statement of results, which can be costly and take time to obtain.
- Schools are only required to retain uncollected certificates for a minimum of 12 months after they are issued. After this period, certificates may be securely destroyed in accordance with JCQ regulations.

We therefore strongly urge all parents/carers to ensure that their child collects their certificates, even if they do not believe they will need them immediately. These qualifications represent years of hard work and achievement, and the certificates should be kept safely for future reference.

We would really appreciate your support in ensuring that all students receive these important documents. Collecting certificates now could save considerable time, expense and inconvenience in the future.

If you have any questions, please do not hesitate to contact Mrs S Lawrence, Exams Officer.

Kind regards,



Mr P Hudson
Vice-Principal
Budmouth Academy

CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

Candidate name:

Certificates are available for collection, as follows:

Date(s)	**Monday 30th November - Thursday 3rd December**	Time(s)	**09:30am – 2:30pm**
Collection point	**Reception**	Identification must be provided on collection	

If you are unable to collect certificates, please complete and return the form below.

Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are 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.

CANDIDATE PERMISSION FORM: Certificate collection

Please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
• Certificates should be sent to my home address[1]. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect • I give permission for my representative: *insert name of representative here* 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			
Candidate signature		Date	

Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. Budmouth Academy does not take any responsibility for certificates sent out to addresses where this process has not been followed.

Completed forms should be returned to Mrs S Lawrence [slawrence@budmouth-aspirations.org]

by Monday 23rd November 2026