

ADMISSIONS AND EXCLUSIONS POLICY

ADMISSIONS

Admission to Plymouth College is at the discretion of the Headmaster. Prospective parents should contact the Headmaster's Secretary to arrange to meet the Headmaster and tour the School. Parents are encouraged to bring their children with them. If a pupil is registered for the School a form has to be completed and a fee of £75 paid.

At 11+ there are tests in English and Mathematics, as well as an interview with the Headmaster. A report from the Head of the candidate's schools is also usually required. At 13+, entry is either via Common Entrance or by the School's own examination. Again a Head's report is necessary. Scholarships are available in a number of fields and details are available in the relevant documents. At 16+, entry is dependent upon GCSE results and interview, reports and the successful completion of any tests required. A pupil requiring learning support may also have an interview with the Head of the LDD Department and the School may also require a relevant report from a registered Educational Psychologist.

Any complaints about the School's Admissions Policy or Procedures should be directed in the first instance in writing to the Headmaster. If such complaints cannot be resolved satisfactorily by the Headmaster, they may be referred to the Chairman of the Governors, in which case the School will make available to the complainant the name and address of the Chairman.

The School keeps a detailed Admissions Register on computer. To comply with Regulatory requirements, a print-out of the Register, in list format and including all pupils in the School, will be made annually. These records will be retained for at least three years after the date of the last entry on the Register in question.

EXCLUSIONS

- (a) Removal at the request of the School: Parents may be required, during or at the end of term, to remove a pupil, without refund of fees, temporarily or permanently from boarding and/or from the School if, after consultation with a parent, the Headmaster is of the opinion that the conduct or progress of the pupil has been unsatisfactory or a parent has treated the School or its staff unreasonably and such removal is warranted in all circumstances. In the event of removal from the School, fees in lieu of notice will not be charged but all outstanding fees will be payable in full.
- (b) Expulsion: The pupil may be expelled at any time if the Headmaster is satisfied that the pupil's conduct (whether on or off school premises) is a sufficiently serious breach of discipline or likely to be significantly damaging to the reputation of the School. The Headmaster will act fairly in accordance with the principles and procedures of natural justice and will not expel a pupil other than in grave circumstances. There will be no refund of fees in these circumstances (and all unpaid fees and extras must be paid). Fees in lieu of notice will not be charged.
- (c) Discretion of the Headmaster: The decision to suspend, require removal or expel a pupil and the manner and form of the announcement shall be in the sole discretion of the Headmaster. Under no circumstances shall the School or its staff be required to divulge to parents any confidential information or the identities of pupils or others who have given information which has led to

- expulsion or the requirement to remove or suspend which the Headmaster has acquired during an investigation.
- (d) Review: In the event of a pupil's removal being required or the pupil being expelled, the Headmaster will advise parents of the procedure under which application for a review of the decision may be made.
 - (e) Access to School Premises: A pupil who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter school premises without the written permission of the Headmaster.
 - (f) Records: The School keeps a record of the sanctions imposed upon pupils for serious disciplinary offences.

Dr S.J. Wormleighton
Headmaster

Reviewed: April 2011
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