

## **Exclusion**

Claremont recognises that establishing habits of right thinking and acting can be a difficult process for some pupils and we aim to provide as much support as possible during that development. However permanent exclusion from the School will happen if a pupil displays conduct which is not in keeping with the ethos as specified above. Following the decision to exclude a pupil, the parents will be notified immediately, ideally by phone followed up by a letter within one school day. Letters of notification of exclusion will include:

**For a fixed period exclusion, the precise period of the exclusion**

**For a permanent exclusion, the fact that it is a permanent exclusion**

**The reasons for the exclusion**

**The parents' right to make representation about the exclusion to the governing body**

**The person whom the parent should contact if they wish to make such representations (See sample letters)**

## **Exclusion**

The period of exclusion from classes will depend on the severity of the offence according to the School's Code of Conduct and will be at the discretion of the Head. During the period of exclusion the pupil will be required to fulfil all of the academic work set.

In addition there may be other sanctions given such as a fixed period of community service on behalf of the school or external community, removal from any teams which represent the School, removal of privileges, detention etc. Information about the exclusion will remain on the pupil's record until he/she has satisfactorily shown a renewed commitment to the School and its ethos.

## **Permanent exclusion**

Before making the decision to permanently exclude a pupil the Principal must inform the Chairman of Governors followed by a full report of the circumstances.

Support will be given by the School to parents/ guardians

- In advising on other schools/ educational establishments
- in providing references and speaking to Heads of other Schools

If the pupil is permanently excluded in his/her public examination years arrangements will be made to transfer course work to the next school / college. If course work is handed back to parents/ guardians, the work must be photocopied and signed for by the parents.

The school reserves the right to make a decision as to whether a pupil will return to sit public examinations at Claremont following a permanent expulsion.