

January 2024

Dear Headteacher

### **Year 11 PEX GCSE Examinations**

At Cranbury College we pride ourselves on working closely with local schools, whose students we enrol, to ensure that the students continue their education with us and gain qualifications to progress and access their next steps.

We realise that no exclusion is taken lightly and that schools will only exclude as a last resort, particularly in year 11. However, based on feedback from our examinations department, it has become necessary for us to implement the following process with immediate effect.

### **Y11 students permanently excluded and on roll with us by 9 February 2024**

Cranbury College will enter them for their summer examinations.

### **Y11 students permanently excluded and on roll with us from 10 February 2024 onwards**

It is the expectation of Cranbury College that any student excluded from this date onwards will already have been entered (or certainly be in the process for being entered) for the summer season by their original school.

Cranbury College will require a subject and examination board list for every entry that is made for the student.

Therefore, we will expect entries to have been made and then transferred to Cranbury College (Centre Number 51324) so that they can sit them with us. The results will come through to your school and will be your school's responsibility to communicate results to students on results day.

Any entries that haven't been made and Cranbury College subsequently must make for new students, will be charged to their previous school. This will include any late fees, plus an administration charge.

We hope that you can understand why we have taken these steps and trust that you will support this process moving forward.

Yours sincerely



**Claire Willmott**

Deputy Headteacher – Outcomes, Curriculum & Standards