



## Northbourne Park School

### Admission and Leavers Administration Policy

Author	Issue date	Review date	Purpose	Scope	Version	Agreed by
JJ	Sept 2016	Sept 2017	Pupil Admissions	Admissions Staff	1	Headmaster
JJ	Sept 2017	Sept 2018	Pupil Admissions	Admissions Staff	2	Headmaster
JJ	Sept 2018	Sept 2019	Pupil Admissions	Admissions Staff	3	Headmaster
JJ	Sept 2019	Sept 2020	Pupil Admissions	Admissions Staff	3	Headmaster
JJ	Sept 2020	Sept 2021	Pupil Admissions	Admissions Staff	3	Headmaster
JJ	Sept 2021	Sept 2022	Pupil Admissions	Admissions Staff	4	Headmaster

#### Admissions

All pupils enter the school in line with the Northbourne Park School Admissions Policy. When a place has been confirmed and the pupil has started the previous school will be contacted to request the Pupil Record File. The Head of the previous school will also be asked to complete and return the Child Protection Records request.

The pupil's details are logged on to the school database system which then forms part of the Admissions Register (pupils on roll report). This report is electronically saved on a monthly basis during term time. The form summary lists are updated through the year and kept in the School Office.

A list of pupils who join the school each year (and throughout) is kept as an excel spreadsheet and contains details of the pupil name, date of birth, form on entry, start date and previous school details. This on-rolling information is sent (if requested) to the Local Authority within five days of the pupil joining the school through the Egress Switch secure website for encrypted data transfer.

The School Administrator (or Pre-Prep Secretary) will complete a 'new starter checklist' for each child to ensure all correct entry forms and documentation are completed, returned and logged accordingly.

If a pupil fails to attend on the notified date, the school will undertake reasonable enquiries to establish the pupil's whereabouts and consider notifying the local authority.

## **Leavers**

When a child leaves Northbourne Park the details will be logged on to the school database system. A list of pupils who leave the school each year (and throughout) is kept as an excel spreadsheet in the school office and contains details of the pupil name, date of birth, leaving form, leaving date and future school. The pupil's arrival at their new school will be confirmed by the School Administrator and logged on to the spreadsheet.

The local authority will be advised of any pupil leaving (taken off the school admission register) at a non-standard transition time or under any of the fifteen grounds listed in the Education Regulations 2006 (Annex A) by using the 'off-rolling' DFD portal on the Kelsi website (as per the CME Statutory Guidance September 2016). The 'off-rolling' reference number will be logged on to the spreadsheet.