

Protocol for Leavers’ (including Provisional Leavers’) Policy

Policy number	BS036
Applies to	Whole School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	January 2018
Next review	March 2021

At various points in the academic year, a small number of pupils may be considering other schooling options open to them. It is essential that the following process is adhered to, which will enable the Admissions department to keep track of leavers and potential leavers and therefore overall school numbers going forward, as well as ensuring all staff have access to accurate information.

Process of notification

1. Pupil/Parent informs any member of staff about a potential move to another school, or a reference request from another school is received regarding a current pupil.
2. Member of staff emails this information to the following people:
 - Tutor/Housemaster
 - Admissions Department – Director of Admissions flags on database and leavers list
3. Tutor/Housemaster tracks any further development and keeps the Admissions department well informed

Reference request

Should a reference be requested for the provisional leaver, the initial collation of information is the responsibility of the pupil's Tutor and Housemaster, who will then forward to the Head Master for completion and forwarding to the relevant people. Copies of all references will be kept on the pupil's file. Under no circumstances should a reference be given without approval from the Head Master.

Definite leavers

Upon acceptance of a place at another school, it is the parents' responsibility to write formally to the Head Master notifying the School of the move, giving at least a term's notice. When appropriate, Tutors/Housemasters are encouraged to inform parents of this requirement.

Provisional Notice

Provisional notice is only valid for the term in which it is given. All provisional notice applications must be made in writing to the Head Master and then referred to the Director of Admissions.

Change of Status

If a parent wishes their son to change from day to boarding or boarding to weekly boarding/day, parents are required to give one term's notice in writing. Such requests must be directed to the Director of Admissions who will arrange for the relevant paperwork to be sent to the parents.

Fees in lieu

All members of staff should be aware that should insufficient notice about a withdrawal of a pupil or a change of status be given, contractually, the family are obliged to pay one full terms fees. A term's written notice means giving notice before the first day of a term and expiring at the end that term.