

Collège Français Bilingue de Londres  
("CFBL" the "School")

**CFBL Admission Register & School Transfers Policy**

Authorised by:	Headteacher
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**PURPOSE**

All children, regardless of their circumstances, are entitled to an efficient, full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.

Children missing education are children of compulsory school age who are not:

- registered pupils at a school
- receiving suitable education otherwise than at a school

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation (including travel to conflict zones), and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

To safeguard children, CFBL follows the statutory DfE guidance [Working together to improve school attendance](#) and [Children Missing Education](#).

**The law requires all schools including independent schools such as CFBL to have an Admission Register and, except for schools where all pupils are boarders, an Attendance Register. All pupils (regardless of their age) must be placed on the Admission Register and have their attendance recorded in the attendance register. Please refer to CFBL's Attendance & absence policies available on CFBL's website for more information on the Attendance Register kept by CFBL.**

**1 - THE ADMISSIONS REGISTER**

CFBL's Admission Register (sometimes referred to as the School roll) must be kept in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. The names of all pupils (both compulsory and non-compulsory school age) must be entered on the Admission Register.

All CFBL staff dealing with Admissions must read and familiarise themselves with the following guidance:

- [Children Missing Education – DfE Policy and Procedure](#)
- [Camden Children Missing Education Policy and Procedure](#)
- [Working to improve attendance – DfE guidance](#)

## 1.1 Maintaining the Admission Register

It is vital that the Admission Register is kept up to date. CFBL encourages parents to inform them of any changes whenever they occur and ensure the Admission Register can be amended as soon as possible.

The Admission Register is a legal record and all schools must preserve every entry for **6 years** from the date of entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment.

The Admission Register is kept electronically. Electronic back-up copies are made at least once a month.

## 1.2 Contents of the Admission Register

The Admission Register **MUST** contain specific personal details of every pupil in the school along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the school last attended. This includes:

- o both the pupil's legal name and the name normally used in school
- o the address of the child and the addresses of the parents
- o must include the pupil's start date.

### Expected First Day of Attendance

CFBL must enter pupils on its Admission Register from the beginning of the first day on which the School has agreed with, or been notified by the parent (or a person with control of the pupil's attendance), that the pupil will attend the School. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the School. Names must be added before, or at the beginning of the first session on that day.

If a pupil fails to attend School on the agreed starting day, the School must follow this up and try to establish the reason for absence. If they are unable to locate the pupil, CFBL will notify the local authority.

In accordance with regulation 13(1) to (3) of the School Attendance(Pupils Registration) (England) Regulations 2024, a school must notify the local authority within 5 days of adding a pupil's name to the Admission Register and must provide the local authority with all the information held within the Admission Register about the pupil. This does not apply to pupils who are added to the Admission Register at the start of the school's youngest year (for example, pupils who are registered at the start of PSM) unless the local authority requests such information.

**Pupil Information** CFBL must record personal details of every pupil at the school in the Admission Register. The register must include the following information for every pupil:

- full name;
- name the pupils uses at school;
- sex;
- address;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents the pupil normally lives with and at least one telephone number by which each parent who the pupil normally lives with can be contacted in an emergency. DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil;
- day, month and year of birth;
- day, month and year of of the pupil's starting day at the school;
- name and address of the school last attended, if any.

## **Pupils with a new address and/or school**

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school must ensure that the Admission Register contains:

- the address;
- the full name of each parent the pupil will normally live with; and
- the date when the pupil will start normally living there.

Where a parent of a pupil informs the school that the pupil is will be attending a different school, the school must ensure that the Admission Register contains:

- the name of the other school;
- the date when the pupil began or will begin attending that school.

This also applies where the School itself is requiring a pupil to attend another school, for example to receive education intended to improve their behaviour.

## **2. DELETING NAMES FROM THE ADMISSION REGISTER**

A pupil's name can only be deleted from the Admission Register for a reason set out in regulation 9 of the School Attendance (Pupils Registration) (England) Regulations 2024 as amended. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling.

In accordance with regulation 13 (4) to (6) of the School attendance (Pupils Registration) (England) Regulations 2024 and Camden guidance, CFBL must notify the local authority when a pupil's name is about to be deleted from the Admission Register (by way of a deletion/statutory ON/OFF roll return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (pupils who leave at the end of 3ème), unless the local authority requests such information.

Where CFBL makes a return to the local authority that a pupil's name is about to be deleted from the Admission Register, as set out in regulation 13(4), the School must provide the local authority with the following information about the pupils from the Admission Register:

- the full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the Admission Register.

CFBL cannot retrospectively delete a pupil's name from the Admission Register or attendance register. The Admission Register and attendance register must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the Admission Register.

## 2.1 Deleting the name of a pupil of COMPULSORY school age

The **only** reasons why a pupil’s name may be deleted from CFBL’s Admission Register are:

<p>Ground A - The pupil has been registered at another school</p> <p>Relevant regulation 9(1)(a)</p>	<p>Where a pupil has been registered at another school.</p>	<p><b>UNLESS:</b></p> <ul style="list-style-type: none"> <li>• a school attendance order naming the school is in force in relation to the pupil,</li> <li>• the pupil is a mobile child and the school is their main school,</li> <li>• the school has agreed with a person with control of the pupil’s attendance at the other school that the pupil should be registered at more than one school,</li> <li>• the school itself has control of the pupil’s attendance at the other school and has decided that the pupil should be registered at more than one school.</li> </ul>
	<p><b>Transfer between schools</b></p> <p>Where a pupil is transferring to another school, the original school must delete the pupil’s name from the Admission Register as soon as they are entered on the Admission Register of the new school.</p> <p>The new school must enter the pupil’s name on the Admission Register on the first day that it has agreed or been told the pupil will attend the school as explained under Expected First Day of Attendance.</p>	<p><b>UNLESS:</b></p> <ul style="list-style-type: none"> <li>• School attendance order</li> <li>• Mobile child</li> <li>• Dual school (eg - pupil attending a pupil referral unit, a hospital school or a special school on a temporary basis).</li> </ul> <p>Refer to working together to improve attendance for more details.</p>
<p>Ground B - The pupil has not continued at the school following completion of nursery education</p> <p>Relevant regulation 9(1)(b)</p>	<p>Where a pupil has been admitted to the school to receive nursery education and on completing nursery does not continue into reception (or more senior class).</p>	
<p>Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion</p> <p>Relevant regulation 9(1)(c)</p>	<p>Where a pupil is registered at one or more other schools, and:</p> <ul style="list-style-type: none"> <li>• the school does not have reasonable grounds to believe that the pupil will attend the school again,</li> <li>• each school where the pupil is registered has given consent to the deletion,</li> <li>• there is no school attendance order naming the school in force in relation to the pupil, and</li> <li>• the pupil is not a mobile child, or if they are, the school is not their main school.</li> </ul>	<p>Refer to working together to improve attendance for more details on school attendance order and mobile child</p>

<p>Ground D - The pupil has a school attendance order which has been changed to name another school</p> <p>Relevant regulation 9(1)(d)</p>	<p>Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.</p>	
<p>Ground E - The pupil had a school attendance order which has been revoked</p> <p>Relevant regulation 9(1)(e)</p>	<p>Where the pupil was the subject of a school attendance order naming the school, but the order is revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude and special educational needs somewhere other than at a school.</p>	
<p>Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school</p> <p>Relevant regulation 9(1)(f)</p>	<p>Where the pupil's parent has informed the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil.</p>	
<p>Ground G - The pupil no longer normally lives a reasonable distance from the school</p> <p>Relevant regulation 9(1)(g)</p>	<p>Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school.</p> <p>In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the Admission Register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system.</p>	
<p>Ground H - The pupil has not returned following a leave of absence</p>	<p>Where a pupil has been granted a leave of absence <u>and</u>:</p> <ul style="list-style-type: none"> <li>the pupil has not attended school</li> </ul>	<p>Where a pupil has been located and their circumstances discovered but they have not returned to</p>

<p>Relevant regulation 9(1)(h)</p>	<p>within the ten school days immediately after the end of the period that the leave was granted for,</p> <ul style="list-style-type: none"> <li>• the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and</li> <li>• the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but: <ul style="list-style-type: none"> <li>o they have not succeeded, or</li> <li>o they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.</li> </ul> </li> </ul> <p>DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.</p>	<p>school, a joint decision is required between the school and the local authority before this ground is used.</p> <p>Ground H cannot be used:</p> <ul style="list-style-type: none"> <li>• where the pupil could reasonably be supported to return to school regardless of whether that support has been provided;</li> <li>• where a pupil is absent because of a health reason; and</li> <li>• where attendance legal action to cause the pupil to return to school could reasonably be taken instead.</li> </ul>
<p>Ground I - The pupil has been continually absent from school for 20 school days</p> <p>Relevant regulation 9(1)(i)</p>	<p>Where a pupil has been continuously absent from the school for a period of 20 school days or more <u>and</u>:</p> <ul style="list-style-type: none"> <li>• at no point during that period did any of the circumstances in regulation 10(3) Table 2 or 10(4) Table 3 other than the ones for codes G, N, or O apply.</li> <li>• the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and</li> <li>• the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but: <ul style="list-style-type: none"> <li>o they have not succeeded, or</li> <li>o they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.</li> </ul> </li> </ul>	<p>Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used.</p> <p>Ground I cannot be used in any case where:</p> <ul style="list-style-type: none"> <li>• the pupil could reasonably be supported to return to school regardless of whether that support has been provided;</li> <li>• a pupil is absent because of a health reason;</li> <li>• attendance legal action to cause the pupil to return to school could reasonably be taken instead.</li> </ul>

	DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.	
Ground J - The pupil is detained under a sentence of detention Relevant regulation 9(1)(j)	This must be decided on a case by case basis after considering whether the pupil will return at the end, or part way through their sentence	
Ground K - The pupil has died Relevant regulation 9(1)(k)		
Ground L - The pupil will be over compulsory school age and will not continue into the sixth form	Not relevant at CFBL	
Ground M - The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid	Not relevant at CFBL	
Ground N - The pupil has ceased to be a pupil at an independent school or non maintained special school Relevant regulation 9(1)(n)		
Ground O - The pupil has been permanently excluded from the school Relevant regulation 9(1)(o)	Where a pupil has been permanently excluded from the school.  A pupil's name cannot be deleted from the Admission Register until the outcome of any consideration of reinstatement and independent review or appeal is known.	

## 2.2 Deleting the name of a pupil of NOT COMPULSORY school age

The **only** reasons why a pupil's name may be deleted from CFBL Admission Register are:

Ground A - The pupil is not a boarder and will not attend the school again Relevant regulation 9(3)(a)		
Ground C - The pupil has been continually absent from school for 20 school days	Where a pupil has been continuously absent from the school for a period of 20 school	

Relevant regulation 9(3)(c)	<p>days or more <u>and</u>:</p> <ul style="list-style-type: none"> <li>• the pupil was not absent with leave during the period,</li> <li>• the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and</li> <li>• the school has made reasonable efforts to find out the pupil's location and circumstances but: <ul style="list-style-type: none"> <li>o has not succeeded, or</li> <li>o has succeeded and has no reasonable grounds to believe the pupil will attend the school again.</li> </ul> </li> </ul>	
Ground D - The pupil has died  Relevant regulation 9(3)(d) 277.	Where a pupil has died.	

### 2.3 CFBL'S internal processes when a pupil is leaving the School

All staff in the Admissions Department are made aware that:

- they must notify the Local Authority when about to delete a pupil of compulsory school age from the Admission Register at a non standard transition point, and the procedures for doing so. At CFBL, the end of 3e school year is considered the **standard** transition point.
- The School must not remove the child's name from the Admission Register unless the destination school has confirmed the child has been added onto their school roll.
- If a child is absent from school and their whereabouts is unknown, the school must immediately notify Camden CME Lead Officer with the completed [Camden Evidence of checks undertaken form](#) (Appendix 3). Their name must only be removed from the Admission Register once the school and Attendance and Children Out of School Team (ACOS) have failed, after jointly making reasonable checks, to establish the whereabouts of the child.

Key contacts	
Statutory ON/OFF rom returns	email to <a href="mailto:rollreturns@camden.gov.uk">rollreturns@camden.gov.uk</a>
Camden Attendance and Children Out of School Manager	Ed Magee EMAIL: pas@camden.gov.uk Tel: 020 7974 1653
Camden Children Missing Education Lead Officer	Sona Ruparell EMAIL: sona.ruparell@camden.gov.uk Tel: 020 7974 4596

#### 2.3.1 Actions to be followed by the staff if a pupil is leaving the school AT THE END of the school year

- A. Families wishing to enrol their child CFBL are asked to re-enrol over the period December-February.
- B. The Admissions Officer will ask families who haven't re-enrolled at CFBL to provide the following information by the beginning of June, by filling out a form:

- a. destination school (with name, address and email of said school and the date when they will first attend) or if the child will receive home schooling (with details of programme followed)
- b. Any updates in the parents' postal address, phone number or email address (particularly if moving abroad, and to a new job)
- c. The next postal address of the child and who will be living with the child at this address

Parents must provide this information before being issued with an exit certificate (without which they cannot sign up to another French school).

The Admissions Officer will regularly update the spreadsheet on the shared drive (Admissions Department > Transfers) with all the relevant information.

The Admissions Manager will check the list on a weekly basis and ensure that families are being chased regularly by email and phone. If the information is not provided mid-June, notes will be added to the pupils' CFBL agendas and ProNote accounts.

- C. The Admissions Officer will contact the destination schools to confirm that the pupil is on their roll, and their start date.
- D. The Admissions Officer will email the Local Authority ([rollreturns@camden.gov.uk](mailto:rollreturns@camden.gov.uk)) **on the last day of term**, copying in the Admissions Manager and attaching the following documents:
  - a. Deletion/statutory ON/OFF Roll Returns (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school has confirmed the pupil's attendance by the end of the school year
  - b. CME (Child Missing Education) notification (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school hasn't confirmed the pupil's attendance by the end of the school year, or has not replied.
- E. In the case of a deletion/statutory ON/OFF roll return, the Admissions Officer will then remove the pupil from the school Admission Register provided it has established that the child has been added onto the destination school register.

In the case of a CME notification, the Admissions Officer will wait for the Local Authority's approval before removing the pupil from the Admission Register (while Camden carries out the relevant checks).

### **2.3.2 Actions to be followed by the staff if a pupil is leaving the school DURING the school year**

- A. Any staff member at CFBL is likely to receive a notification of departure within the school year from parents, particularly the Headteacher and Deputy Headteachers. As soon as they receive this information, they must pass it on to [transfers@cfbl.org.uk](mailto:transfers@cfbl.org.uk) immediately, which will pass on the email to the Marketing, Admissions & Communications Manager, the Admissions Officer and the Admissions Assistant.
- B. On the day of notification, the Admissions Officer will add any details that were provided in the email (and that they can find on the school roll, such as date of birth) to the internal "CFBL Leavers Process" spreadsheet, accessible on the shared drive by relevant staff. If the Admissions Officer is absent or unwell, the Admissions Assistant will do this instead. The Admissions Manager will ensure that this has been done by the next calendar day.
- C. The Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will immediately email the parents on the day of the notification (copying in the Admissions Manager) to remind them of their duty to ensure that their children of compulsory school age are receiving full time education. They will ask them to provide any information that was not in the initial notification, so as to have the following information:
  - a. At what date they plan on taking their child out of CFBL
  - b. If the child has been registered at a new school (with name, address and email of said school and the date when they will first attend) or if the child will receive home schooling (with details of programme followed)

- c. Any updates in the parents' postal address, phone number or email address (particularly if moving abroad, and to a new job)
- d. The next postal address of the child and who will be living with the child at this address.

If the parents haven't provided this information within 2 days, the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will chase them by email or phone.

- D. As soon as the parents have provided this information (on the same day), the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will contact the destination school to confirm that the child is on their roll, and when they are due to start, copying in the Admissions Manager.
- E. If the school hasn't replied within 2 days, the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will chase them by email or phone.
- F. As soon as the pupil's departure date is known, the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will:
  - a. add it to the "CFBL Leavers Process" spreadsheet
  - b. notify all relevant CFBL staff (details included in the spreadsheet)
  - c. invite the Admissions Manager to a calendar meeting (through Outlook) five days before the departure date, entitled "Camden notification deadline – NAME OF PUPIL"
- G. The Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will email the Local Authority (rollreturns@camden.gov.uk) with the information set out in 2. above, including the appropriate grounds, copying in the Admissions Manager and attaching the following documents:
  - a. Deletion/statutory Return (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school has confirmed the pupil's attendance
  - b. CME (Child Missing Education) notification (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school hasn't confirmed the pupil's attendance or has not replied. In the case of a CME notification, the Admissions Officer will wait for the Local Authority's approval before removing the pupil from the Admission Register (while Camden carries out the relevant checks).
- H. In the case of a deletion/statutory ON/OFF roll return, the Admissions Officer will then remove the pupil from the school's Admission Register provided it has established that the child has been added to the destination school register.  
In the case of a CME notification, the Admissions Officer will wait for the Local Authority's approval before removing the pupil from the school Admission Register (while Camden carry out the relevant checks).
- I. The Admissions Officer will ensure that the internal document "CFBL Leavers Process" (with all the relevant steps ticked, and the dates filled out) is up-to-date and save the documents sent to Camden in the relevant folder on the Admissions Department Shared Drive (Shared Drive > Admissions Department > Transfers).

The Admissions Manager will check in with the Admissions Officer weekly to ensure that everything is progressing smoothly, and that all transfers are being dealt within the agreed and statutory timeframes.

The Admissions Manager will report to the DSL.

### **3 - CFBL'S INTERNAL PROCESSES WHEN A CHILD IS REGISTERING WITH THE SCHOOL**

Our procedures are designed to ensure that a child does not miss out on education for any period of time, whether by being enrolled at a school or through adequate Elective Home Schooling (EHE).

*The below steps are based on school days.*

### **3.1 Actions to be followed by the staff if a pupil is arriving at the beginning of a school year**

- A. Families wishing to enrol at CFBL can do so from October of the preceding year. They are asked the following information:
- a. At what date they plan on arriving at CFBL, if known
  - b. If the child is currently registered at a school (with name, address and email of said school and the date when they will first attend) or if the child is receiving home schooling (with details of programme followed)
  - c. The parents' current postal address, phone number or email address, and their new one in the UK if known. Parents will have to provide a UK address and proof of address before the child can start at CFBL.
  - d. The next postal address of the child (when attending the school) and who will be living with the child at this address
- B. The Admissions Officer will contact the current school to confirm that the pupil is on their roll, and their date of departure from their current school.
- C. The Admissions Officer will email the Local Authority ([rollreturns@camden.gov.uk](mailto:rollreturns@camden.gov.uk)) **no later than 5 days after the beginning of term**, copying in the Admissions Manager and attaching the following documents:
- a. Statutory ON/OFF Roll Returns (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school has confirmed the pupil's attendance by the end of the school year
  - b. CME (Child Missing Education) notification (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school hasn't confirmed the pupil's attendance by the end of the school year, or has not replied.

This does not apply to pupils who are added to the Admission Register at the start of the lowest year group for compulsory school age and below (maternelle) unless the local authority requests such information.

- D. In the case of a Statutory Roll Return, the Admissions Officer will add the pupil to the school Admission Register. In the case of a CME notification, the Admissions Officer will wait for the Local Authority's approval before adding the pupil to the school's Admission Register (while Camden carries out the relevant checks).

### **3.2 Actions to be followed by the staff if a pupil is starting AFTER the beginning of the school year**

- A. A late arrival is defined as a pupil starting at the school later than the first day of the school year, for any reasons (visa issues, relocation). Any staff member at CFBL is likely to receive a notification of late arrival from parents, particularly the Headteacher and Deputy Headteachers. As soon as they receive this information, they must pass it on to [transfers@cfbl.org.uk](mailto:transfers@cfbl.org.uk) immediately, which will pass on the email to the Marketing, Admissions & Communications Manager, the Admissions Officer and the Admissions Assistant.
- B. On the day of notification, the Admissions Officer will add any details that were provided in the email (and that they can find on the school roll, such as date of birth) to the internal "CFBL Late Arrival Process" spreadsheet, accessible on the shared drive by relevant staff. If the Admissions Officer is absent or unwell, the Admissions Assistant will do this instead. The Admissions Manager will ensure that this has been done by the next calendar day.
- C. The Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will immediately email the parents on the day of the notification (copying in the Admissions Manager) to remind them of their duty to ensure that their children of compulsory school age are receiving full time education. They will ask them to provide any information that was not in the initial notification, so as to have the following information:
- a. At what date they plan on arriving at CFBL, if known

- b. If the child is currently registered at a school (with name, address and email of said school and the date when they will first attend) or if the child is receiving home schooling (with details of programme followed)
- c. The parents' current postal address, phone number or email address, and their new one in the UK if known. Parents will have to provide a UK address and proof of address before the child can start at CFBL.
- d. The next postal address of the child and who will be living with the child at this address

If the parents haven't provided this information within 2 days, the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will chase them by email or phone.

- D. As soon as the parents have provided this information (on the same day), the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will contact the child's current school to confirm that the child is on their roll, and when they started, copying in the Admissions Manager. If the current school hasn't replied within 2 days, the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will chase them by email or phone.
- E. As soon as the pupil's arrival date is known, the Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will:
  - a. add it to the "CFBL Late Arrival Process" spreadsheet
  - b. notify all relevant CFBL staff (details included in the spreadsheet)
- F. The Admissions Officer (or Admissions Assistant if the Office is unwell or absent) will email the Local Authority (rollreturns@camden.gov.uk) **no later than 5 days of the notification date**, copying in the Admissions Manager and attaching the following documents:
  - a. Statutory ON/OFF Roll Returns (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school has confirmed the pupil's attendance
  - b. CME (Child Missing Education) notification (to be found in Shared Drive > Admissions Department > Transfers > Templates) if the destination school hasn't confirmed the pupil's attendance, or has not replied.
- G. The Admissions Officer will ensure that the internal document "CFBL Late Arrivals Process" is up-to-date (with all the relevant steps ticked, and the dates filled out) and save the documents sent to Camden in the relevant folder on the Admissions Department Shared Drive (Shared Drive > Admissions Department > Transfers > Arrivals).
- H. The Admissions Manager will check in with the Admissions Officer weekly to ensure that everything is progressing smoothly, and that all transfers are being dealt within the agreed and statutory timeframes.

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Last review by management: October 2024

#### **RELATED POLICIES**

- Attendance and Absence Policy
- Missing Child Policy & Procedures When a Child is Not Collected on Time
- Admissions Policy
- Child Protection & Safeguarding Policy
- Staff Behaviour Policy
- Policy for Induction of New Staff, Governors and Volunteers in Child Protection
- Keeping children safe in education statutory guidance