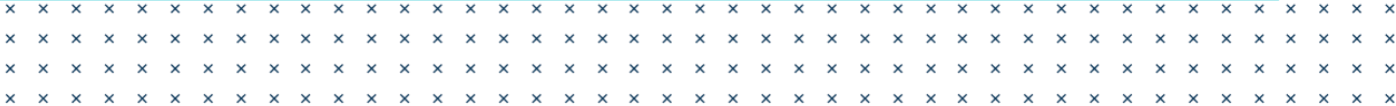
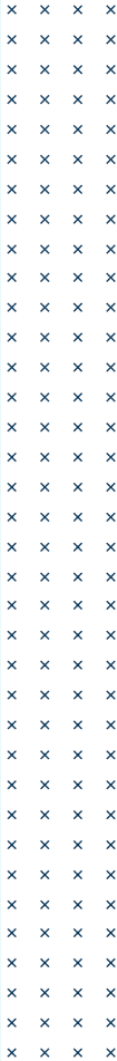




# STUDENT LEAVERS POLICY



Policy Name	Attendance Policy and Procedure
Policy Identifier	NASAbuDhabi-026
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Nord Anglia International School Abu Dhabi	

## 1. Policy Statement

This policy outlines the procedures for managing student departures from Nord Anglia International School Abu Dhabi (NAS Abu Dhabi), ensuring a smooth and efficient transition for families while adhering to safeguarding protocols and local regulations. Although we are not governed by UK law, this policy is informed by best practices from the UK's Working Together to Improve School Attendance (2024), adapted for our local context in Abu Dhabi. While some aspects cannot be implemented locally, NAS Abu Dhabi strives to maintain the highest standards in student welfare, transition, and data management.

This policy also aims to align with British Schools Overseas (BSO) standards, ensuring that NAS Abu Dhabi upholds the highest standards of education and welfare in managing student departures.

## 2. Aims

This policy aims to:

- Ensure a smooth and efficient process for student departures while adhering to safeguarding protocols and local regulations.
- Align with the highest standards of student welfare and data management, as per British Schools Overseas (BSO) standards.
- Incorporate best practices from the UK's Working Together to Improve School Attendance (2024), adapted for the local context in Abu Dhabi.
- Support students and families during transitions, ensuring clear communication and necessary documentation is completed promptly.
- Uphold data protection and confidentiality throughout the leavers process, maintaining accurate records in compliance with relevant regulations.

## 3. Definitions

**Leavers Form:** A mandatory form completed by parents when notifying the school of their child's departure. It records vital information such as the name and location of the new school and the reason for leaving.

**Financial Clearance:** The confirmation from the Finance Team that all outstanding fees have been settled by the family before any transfer documentation is released.

**Admissions Register:** A record that holds key details of students enrolled at the school, including their status and departure date.

**Safeguarding Concerns:** Issues related to a student's welfare or safety that must be communicated to the new school's Designated Safeguarding Lead (DSL) as part of the school's responsibility.

**Trend Analysis:** The process of reviewing data on departing students to identify patterns, such as reasons for leaving or common destination schools, to inform school improvement strategies.

**Designated Safeguarding Lead (DSL):** A member of staff responsible for overseeing safeguarding and child protection issues within the school, and for communicating relevant concerns to the new school when necessary.

**Third-party Involvement:** When external organisations, such as corporate HR departments or relocation agencies, are involved in facilitating the student's departure, the Admissions Team will liaise with these parties.

**Unplanned or Emergency Departure:** A sudden departure due to unforeseen circumstances requiring expedited coordination of documentation and safeguarding checks.

**Record Disposal:** The secure and permanent deletion of student records, including digital and paper formats, following the mandatory retention period, in line with data protection standards.

#### 4. Notification and Re-enrolment Process

Each January, parents are required to indicate their intentions for the following academic year through the NAS Abu Dhabi app. Responses must be submitted within 14 days and tracked in ISAMS. Families who indicate that they will not be returning are processed in batches, with meetings arranged with the Heads of School where needed. Non-returning families are required to complete the Leavers Form as soon as possible.

The Admissions Team manages this process, ensuring that all responses are properly recorded in ISAMS. Additionally, the ISAMS Manager is responsible for maintaining the accuracy of student enrolment records, updating them as necessary based on the re-enrolment responses received.

#### 5. In-Year Leavers Process

When a family notifies the school of their intention to leave mid-year, the student's details are entered into the Starters and Leavers Working Spreadsheet. The Admissions Team sends the Leavers Form to the family, requesting its return within 10 working days. All communication related to the student's departure is archived in ISAMS, and any additional document requests or comments are recorded. The Admissions Team is responsible for coordinating communication with families, and the Finance Team is notified to confirm financial clearance before any transfer documents are issued.

#### 6. Submission and Follow-up of Leavers Form

The Leavers Form is a mandatory document requested by NAS Abu Dhabi for all departing students. It must be submitted within 10 working days and should include details such as the name and location (city and country) of the new school. If the form is not submitted, the Admissions Team will follow up with chaser emails after 5 and 10 days. In cases where the form is returned with incomplete information, such as missing the new school's name, the team will contact the family to request these details.

The Leavers Form send date and received date are both documented in ISAMS to ensure accurate record-keeping. While we endeavour to withhold transfer documents until the Leavers Form is completed, in accordance with ADEK regulations, we are not able to withhold documents once the final day of attendance has passed and all fees have been settled.

## **7. Financial Clearance Process**

Before any documents are released to the departing family, the Finance Team must confirm that all outstanding fees have been settled. The Finance Team will notify the family of any pending balances and provide a deadline for payment. The Finance Team will update ISAMS with the family's financial status, and the Admissions Team will proceed with the documentation release once financial clearance is confirmed.

## **8. Safeguarding and Information Sharing**

NAS Abu Dhabi is committed to ensuring the safety and wellbeing of all students. In cases where safeguarding concerns exist, the school will contact the Designated Safeguarding Lead (DSL) at the new school to communicate any relevant information. Direct data sharing between schools, as outlined in UK regulations, is not permitted in Abu Dhabi. However, the school ensures that parents are fully informed about the required documents for their child's new school and provides guidance where necessary. The Safeguarding Team will oversee communication with the new school's DSL, and the Admissions Team will assist families in understanding their document requirements.

## **9. Attendance Monitoring and Reporting**

Attendance is monitored closely, and the Admissions and ISAMS teams ensure that attendance is accurately recorded up until the student's final day at NAS Abu Dhabi. This data is reviewed termly by the Senior Leadership Team (SLT) to identify any trends and ensure that attendance policies are adhered to. The Admissions Team also provides termly attendance reports to the SLT, highlighting any areas that require further attention.

## **10. Communication with Staff and Stakeholders**

Once a student's departure is confirmed, the Admissions Team notifies all relevant staff members, including class teachers, Heads of School, and the school reception. Class teachers may be required to provide feedback or complete documentation requested by the new school, but only after financial clearance has been confirmed.

## **11. Document Release and Final Steps**

Once financial clearance has been confirmed, the Admissions Team releases the necessary documents, including transfer letters and school reports. Families are notified when documents are ready for collection or electronic transfer. In addition, all school property, including textbooks and parent passes, must be returned before the student's final day. The Admissions Team coordinates these final steps, ensuring the process runs smoothly for the family.

## **12. Data Analysis and Trend Monitoring**

NAS Abu Dhabi monitors the destination of leavers to maintain strong links with the wider educational community and report trends during internal and external audits. This data is stored securely in ISAMS and reviewed annually to identify patterns, such as reasons for leaving or common destination schools. The Senior Leadership Team uses this information to inform school improvement strategies.

## **13. Data Protection and Privacy**

NAS Abu Dhabi is committed to handling student data in line with relevant data protection standards. Personal information collected during the leavers process, including the student's destination and safeguarding concerns, is stored securely on ISAMS and CPOMS and only shared with authorised personnel.

## **14. Continuous Professional Development (CPD)**

The school ensures that all staff involved in the leavers process receive regular professional development, including training in safeguarding, data protection, and handling sensitive information. This training is tracked by the HR Team, ensuring all staff members remain up to date with international best practices and necessary audit standards.

## **15. Oversight by Senior Leadership Team (SLT)**

The Senior Leadership Team (SLT) oversees the leavers process, regularly reviewing trends in destinations, attendance, and feedback from exit interviews. The SLT uses this information to make strategic decisions and ensure continuous improvement.

An annual review of this policy is conducted to ensure ongoing compliance with local regulations and BSO standards.

### **17. Unplanned or Emergency Departures**

In the event of an unplanned or emergency departure, the Admissions Team will immediately coordinate with the family to expedite necessary documentation. If safeguarding concerns arise during such departures, the matter will be escalated to the Designated Safeguarding Lead (DSL). The same financial clearance and communication protocols will apply, with necessary adjustments to meet the urgency of the situation.

### **18. Third-party Involvement**

When third-party organisations, such as corporate HR departments or relocation agencies, are involved in facilitating a student's move, the Admissions Team will liaise with these entities to ensure smooth transitions and the timely processing of relevant documents.

### **19. Dispute Resolution for Financial Clearance**

In cases where disputes or delays arise regarding the settlement of outstanding fees, the Finance Team will work directly with the family or third-party payers to resolve the issue. Until financial clearance is obtained, no transfer documents will be released. Where necessary, a written agreement may be established to manage payments over a specified period.

### **20. Record-keeping and Audit Trail**

NAS Abu Dhabi maintains an organised system for recording all aspects of the leavers process, including the submission of Leavers Forms, financial clearance, and communication with families. All records related to student departures are stored securely in ISAMS for a minimum of five years, allowing for a clear audit trail. This system ensures that all necessary documentation can be retrieved for internal and external audits.

### **21. Monitoring and Evaluation of Policy Implementation**

The Senior Leadership Team (SLT), in collaboration with the Admissions and Safeguarding Teams, regularly monitors the effectiveness of the leavers process. Termly reports on student departures, feedback from exit interviews, and data trends are reviewed to ensure the policy is being implemented correctly. If any procedural gaps are identified, corrective measures are put in place to improve the process. The results of these evaluations are discussed during annual policy reviews, ensuring that improvements are made continuously.

## **22. Integration with Other School Policies**

The Leavers Policy is aligned with and complements other key school policies, including the Safeguarding Policy, Attendance Policy, and Financial Policy. Together, these policies ensure a holistic approach to student welfare and school operations. During student departures, the appropriate safeguarding and attendance protocols are followed in conjunction with the financial clearance process to ensure that all aspects of a student's transition are handled in accordance with NAS Abu Dhabi, ADEK and where possible BSO standards.

## **23. Communication of Policy to Stakeholders**

The Leavers Policy is communicated to all relevant stakeholders, including staff, parents, and external agencies, through appropriate channels such as the school's website, parent portals, and internal staff communications. Parents are informed of the policy during the re-enrolment period and upon submitting notice of withdrawal, ensuring they are aware of the necessary steps and requirements for a smooth transition.

## **24. Contingency Planning for Disruption**

In the event of unforeseen disruptions, such as a global pandemic, NAS Abu Dhabi remains committed to ensuring that the leavers process is upheld. The Admissions and Finance Teams will adjust timelines and processes as needed, such as allowing for electronic submissions and virtual financial clearances, to ensure the policy can still be implemented under challenging circumstances. This flexibility ensures that international standards are maintained while safeguarding student welfare.

## **25. Complaints Process**

If a family feels that their departure process has not been handled in accordance with this policy, they may submit a complaint in line with the school's existing Complaints Policy and Procedure. The complaint will be handled according to the guidelines outlined in the Complaints Policy.

## **26. Exit Support for Students and Families**

NAS Abu Dhabi recognises that transitions can be challenging for both students and their families. The school offers support in the form of pastoral care, exit counselling, and access to guidance from our well-being team. Families and students can also request additional resources to help ease their transition to a new school, ensuring that their emotional and social needs are met during the process.

## **27. Record Disposal**

After the mandatory five-year retention period, NAS Abu Dhabi will securely dispose of both digital and paper records related to student departures. Digital

records will be permanently deleted from ISAMS, and any paper records will be shredded in line with international data protection standards, ensuring that personal data is handled responsibly and in accordance with best practices.

## **28. Cultural Sensitivity in Communication**

NAS Abu Dhabi recognises and respects the diverse cultural backgrounds of its student body. All communications related to the leavers process will be conducted in a culturally sensitive manner, ensuring that the language, tone, and content are appropriate for the family's background and circumstances. The Admissions Team is trained to ensure that all communications are inclusive and respectful of cultural differences in line with ADEK's Cultural Compliance Policy.

## **29. Conclusion**

At NAS Abu Dhabi, we are committed to ensuring that every student's departure is managed with care, efficiency, and transparency. By following the procedures outlined in this policy, we aim to provide a seamless transition for departing students while safeguarding their wellbeing and maintaining high standards of communication with families. This policy will continue to evolve to meet the needs of our community and to remain aligned with both local regulations and British Schools Overseas (BSO) standards where possible.

## **30. Policy Review**

This policy is reviewed annually to ensure compliance with local regulations and alignment with BSO standards where possible. The Admissions Team oversees the review process and implements updates as necessary to maintain the highest standards of student welfare and operational efficiency. Where international guidelines, such as those from the UK, are relevant, NAS Abu Dhabi will adhere to them as much as possible. However, it is acknowledged that certain guidelines may not always be fully applicable within the context of Abu Dhabi's local regulations.

**Approved by:**      **Liam Cullinan**

**Date:**              **10/09/2024**





### Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
September 2024	V1.0	Liam Cullinan	New Document
September 2025	Pending	Pending	Pending