

Saol Christian School Withdrawal of Student Policy

Saol Christian School aims to manage student withdrawals in a clear, fair, and respectful manner. This policy outlines the procedures to be followed when a parent/guardian withdraws a student from the school.

1. Governance and Responsibility

Saol Christian School is governed by the School Administrator, who holds overall responsibility for this policy. The Management Team (Headteachers) are responsible for the day-to-day administration of student withdrawals.

2. Notice of Withdrawal

Parents/guardians are required to notify the school in writing of their intention to withdraw a student. The notice period and any applicable contractual terms are set out in the school's enrolment agreement.

3. Final Attendance and Records

The school will confirm the student's final attendance date and ensure that educational records are prepared for transfer where appropriate.

4. Data Protection

All personal data relating to a student is processed and transferred in accordance with the school's Data Protection Policy. Records are retained in line with the Record Retention Schedule.

5. Safeguarding Considerations

Nothing in this policy overrides the school's Child Safeguarding Statement. Where safeguarding concerns arise, appropriate child protection procedures will be followed.

6. Review and Approval

This policy is reviewed periodically and approved by the School Administrator. It will be reviewed at least every two years or sooner if required.

Approval

This Withdrawal of Student Policy was approved by the School Administrator of Saol Christian School and is effective from the date of adoption.