

Admissions Policy

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Authority and circulation

1. This policy has been authorised by the Governing Body of the City of London Freeman's School. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff. This policy is available on a non-restricted area of the School's website and is available to inspect as a hard copy at the Gatehouse and at Junior and Senior School Receptions.

General

2. Finding the right school for your child is not always easy. At Freeman's, we know just how stressful this process can be, so we will guide you through every stage of our Admissions Journey. We believe that you need to see the school to really get to know us best and to this end, we very much hope that you and your child will visit our school. We hold a number of Open Events throughout the year, details of which are published on our website. We are also very happy to welcome prospective parents and their children at other times.

To arrange a visit, please contact the Admissions Team on 0044 (0) 1372 822423 or email admissions@freemens.org

Policy statement

3. **The aim** of this policy is:

To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community, as set out in the School's Mission Statement and Strategic Intent. We are an academically selective school and will only admit a child who has met all the above criteria and the entrance examination requirements. The Headmaster's decision on the admission of children to the school is final.

This Policy should be read in conjunction with our *Right to Study Checks Policy*, *Attendance Policy* and *Safeguarding Policy*, especially in respect of Children Missing Education.

4. **Compliance.** City of London Freeman's School is committed to ensuring that the admissions register is maintained in accordance with *School Attendance (Pupil Registration) (England) Regulations 2024* and the statutory guidance *Working Together to Improve School Attendance 2024*.
5. **Complaints:** Any complaints regarding an admissions decision of the School may be dealt with using the procedures set out in the School's *Complaints Policy*, which is also available on the School website and through the Admissions Office.

6. **Equal Treatment:** We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinion, national or social origin, sexual orientation, gender reassignment, gender identity, property, birth or other status.

Disability and Special Educational Needs:

7. The School does not treat disabled pupils less favourably. It takes reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.
8. The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs Code of Practice* (2014) in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
9. It is important that parents take responsibility for making the School aware of any known disability, Special Educational Need or Educational Psychologist's Report which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or Special Educational Needs should provide the School with full written details at registration.
10. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.
11. It is important for the School to be provided with any Educational Psychologist Report(s) or other professional or medical report(s) that have been written in order that a full assessment of support structures needed for an individual child are considered.
12. In order to ensure that we are the correct educational setting for a pupil, if a Special Educational Need or a disability is only declared after registration or admission despite the parents being aware of it before then, the School is unable to guarantee that the necessary support can be given and a place in the school could be withdrawn.

Sibling Policy

13. A prospective pupil having a sibling already at the School is taken into account when deciding whether or not to offer them a place. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

Immigration

14. We have in place processes to identify those pupils who will be subject to immigration control, whether they are sponsored by us under a Child Student Visa (formerly known as Tier 4) or have limited leave to remain under a different immigration category.
15. Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions about the pupil's nationality and immigration status in the School's registration form.
16. The School specifically requests all prospective pupils to disclose and provide evidence (such as a copy of their passport, birth certificate and visa Share Code where relevant) in relation to:
 - i. nationality;
 - ii. whether they require sponsorship by us under a Child Student Visa (formerly known as Tier 4) if they are not a UK or Irish national; and
 - iii. if not, the basis on which they are entitled to study in the UK, e.g. they have pre-settled or settled status under the EU Settlement Scheme; they have leave to remain in the UK as the dependent child of a parent who holds a British National (Overseas) visa; they have been issued a visa as the dependent child of someone with limited leave to remain in another immigration category.
17. The School reserves the right to request further information about a prospective pupil's immigration status or identity, and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if information submitted by the pupil or parent indicates that they might be subject to immigration control (for example, if an address is provided from outside of the UK), or if we are not fully satisfied of the identity of a prospective pupil, their parents or the relationship between them.
18. Where a pupil has entered, or is to enter, the UK under a category other than Child Student Visa (formerly known as Tier 4) (for example, as a BNO or Tier 2 dependant), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and visa Share Code¹. The School reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with UKVI. We will request further information if we are uncertain about the immigration status of the parent(s) of a prospective pupil.
19. The school is also required, in order to meet UKVI and safeguarding obligations, to request evidence to verify the identity of parents, such as a copy of their passport, their visa status where relevant, and their relationship to the prospective pupil.

¹ Pupils whose parents do not have evidence of their visa at registration (by way of a visa Share Code) will be required to provide evidence before or at enrolment. A pupil cannot be admitted to the school unless such evidence is provided.

20. As a Child Student Visa sponsor the School must also provide to UKVI details of any third party, in the UK or another country, which has helped us to recruit international students. The school will collect information required, such as company status and educational references, to satisfy UKVI obligations regarding the legitimacy of any agent. We will report details of all agents who have successfully introduced students to the school on an annual basis. From May 2025, an agent must be named on a Child Student Visa.

Registration and Acceptance

21. Registration: Parents are required to complete a Registration Form and pay a non-refundable registration fee of £200.00 normally by 1 October prior to the year of their child's entry. All candidates registered by the published deadline are examined and considered on their merits, irrespective of the date of their registration.
22. At the end of the admissions cycle, the outcome of the application for candidates is sent to parents. This outcome will be one of the following:
- An offer of a place;
 - An offer of a reserve (waiting list) place;
 - No offer of a place.
23. An offer of a place, or otherwise, is made to parents on the dates published. At 16+, offers are sent on a date which reflects the Independent Schools Code of Practice. Confirmation of whether any application for a Scholarship and/or a bursary has been successful may be communicated either alongside the offer of a place or at a slightly later date. The School is not obliged to disclose its reasons for these decisions.
24. In order to accept the offer of a place, parents must sign an Acceptance Form and pay the Acceptance Deposit as specified in the Offer Letter and Fees List. Prior to admission to the school, parents are required to provide a range of further information by completing, for example, medical, allergy and food intolerances forms.
25. For day pupils, the Acceptance Deposit will be repaid by means of a credit without interest less any sums owing to the School on leaving. Until credited, the Deposit will form part of the general funds of the School.
26. For boarding pupils, the Acceptance Deposit will be partially set against the first term's fees and the balance of the deposit will be repaid by means of a credit without interest less any sums owing to the School on leaving. Until credited, the Deposit will form part of the general funds of the School.
27. By signing the acceptance form, parents (or guardians) agree to comply with the School's Terms and Conditions and the School's Rules and Regulations, both of which accompany the offer of a

place. These may be varied from time to time, and parents will receive updated documents as appropriate. If any parent provides inaccurate, incomplete or untruthful information as part of the registration and admissions process, the School has the right to withdraw the offer of a place at any point up to the time when the candidate joins the School, even after the offer has been accepted. Candidates who have shown potential in the entrance examinations and at interview may be made an offer of a reserve place. Should a vacancy arise, this may be offered to a candidate who holds an offer of a reserve place². We will write to all candidates who hold an offer of a reserve place when it is clear to us that all places in the relevant year group are taken, and that an offer of a place will not be made.

28. The main entry to the School is in September, however some pupils join us in-year subject to the availability of a place at the required entry point

Admissions Procedures

29. The aim of our admissions process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art and community activities. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.
30. The closing date for applications to all year groups, including scholarship applications, is 1 October in the year prior to entry.
31. No specific preparation for the entrance tests is needed. All candidates should start on an equal footing, with identical opportunities to display their academic aptitude and co-curricular skills and potential.
32. The results of the assessments are not discussed in detail with the parents or made public. Decisions may be discussed with your child's current school, although these discussions will remain confidential between the two schools.
33. **Entry points:** These procedures apply at the four main points of entry:
- 7+ (Year 3)
 - 11+ (Year 7)
 - 13+ (Year 9)
 - 16+ (Year 12)
34. A child's age is reckoned as on 1 September of the year of desired entry. These age-limits are not inflexible, and we may offer a place to a child who is slightly over or under age, at the Head's discretion, if it is in the interests of the pupil and the School. There is no regular entry at other

² Please note that the requirement for fees in lieu of notice is unaltered by whether or not a vacancy is filled in this way.

ages, but occasional vacancies arise, and parents should contact the Admissions Team at the earliest possible opportunity to discuss any application proposed outside the regular points of entry. Children are not usually admitted to Upper 5 (Year 11) or Upper 6 (Year 13).

Entrance Assessments

Entrance assessments are set by the School. These are as follows:

35. At 7+ (Year 3 entry) candidates attend a morning or afternoon session at the School to sit written assessments in English, Mathematics and Non-Verbal Reasoning and participate in small group activities. For most candidates these assessments will take place in early December of Year 2.
36. At 11+ candidates sit online ISEB assessments in English, Mathematics, and Non-Verbal Reasoning, either in their own school or an alternative test centre. Full details, including links to sample papers, are available on the School website and the ISEB website. ISEB assessments must be completed by the end of November of Year 6. All candidates are also called to attend the School in mid-November of Year 6 to take part in some assessed small group activities, have an interview and complete a creative writing exercise.
37. At 13+ candidates have 2 possible routes: they may sit ISEB assessments in the Autumn Term of Year 6 for a deferred 13+ place; or they may apply during Year 8 and take assessments at the School in English, Mathematics and Non-Verbal Reasoning on a Saturday in November of Year 8. All candidates also take part in some assessed small group activities and have an interview on a later Saturday in November.
38. At 16+ candidates are invited to the School for a morning including an interview and assessed small group activities. Candidates are offered a conditional place based on likely performance in GCSE/IGCSE or equivalent examinations; we require an average GCSE/IGCE score of 6 across at least 7 subjects. Candidates must also meet the published subject-specific requirements for their subject choices at A level. Candidates must be able to offer GCSE/IGCSE English; we will not consider GCSE/IGCSE English as a Second Language. Students who are not taking 7 or more GCSE/IGCSE will be required to take written assessments in English, Mathematics, and Non-Verbal Reasoning, and may be offered an unconditional place based on the outcome of assessments.
39. Other Entry Points and Occasional Places:
 - Candidates applying for 12+ (Year 8) and 14+ (Year 10) entry follow the same entrance procedure as for 13+ candidates, including written assessments in English, Mathematics and Non-Verbal Reasoning; they also take part in some assessed small group activities. For most candidates these assessments will take place during the Autumn Term of the year prior to entry. Offers are made subject to availability of places.

- Candidates applying for entry in 8+, 9+ and 10+ entry (Years 4, 5 and 6) follow the same entrance procedure as for Year 3 candidates: candidates attend a morning or afternoon session at the School to sit written assessments in English, Mathematics and Non-Verbal Reasoning, and participate in small group activities. For most candidates these assessments will take place in early December of the year prior to entry. Offers are made subject to availability of places.
 - **Occasional Places:** Applications may be considered from time to time outside the main admissions cycle or for in-year (non-September) entry, subject to availability of places and the discretion of the School. Enquiries in these circumstances should be submitted to the Admissions Team.
40. **Overseas Candidates:** Arrangements can be made for overseas candidates to complete assessments at an approved agents' office, subject to agreement by the School, or at a local British Council Office. Online interviews will be arranged via Microsoft Teams. Overseas candidates are not required to participate in any group activities.
41. **English Proficiency Requirements:** For entry to the Senior School, candidates for whom English is not their first language are required to complete a UKiset assessment, unless they are applying for 16+ entry and are studying English Language or English Literature GCSE/IGCSE. In order for an application to the School to be considered, the minimum English language standards required are:
- Year 7 or 8 - Cambridge English Level B1 (or equivalent)
 - Year 9 or 10 - Cambridge English Level B2 (or equivalent)
 - Year 12 - Cambridge English Level C1 (or equivalent)
42. The results of the assessments are not discussed in detail with the parents or made public.

Interviews

43. Interviews are a key part of the admissions process.
- At 7+, all children will have a short interview on the day of assessment, or at a time to be arranged for overseas candidates. At interview the children will be asked to read aloud from a passage selected by the School, answer questions on this passage, and to converse about their interests, likes and dislikes. The interview will be approached as a conversation and not simply as a question-and-answer session.
 - At 11+ and 13+ all candidates will have a short interview on same day as the small group activities, or at a time to be arranged for overseas candidates. Interviews for overseas candidates will be conducted online via Microsoft Teams..
 - At 16+, all candidates will be invited for interview. Interviews will be conducted at the school by a member of the Senior Leadership Team or other senior Sixth Form staff members as part of a morning session that will include some assessed small group activities. Interviews for overseas

candidates, or those who do not live locally to the School may be conducted remotely over Microsoft Teams. Candidates may also take part in some assessed small group activities.

- All individual interviews are designed to explore a candidate's intellectual and personal qualities, interests and aptitudes.
44. A **confidential report** and a copy of the pupil's latest school report from the Headteacher of the current school will be requested, which covers the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as Special Educational Needs or Disabilities (SEND). The report may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE/IGCSE (if appropriate). We will not confirm any offer of a place unless and until a report from the current school has been received.
45. We may also consider the sex of pupils when trying to balance out classes and/or spaces in the Boarding House.

Exam Access Arrangements

46. Candidates are awarded extra time, the use of a laptop, or other designated access arrangements for entrance assessments where applicable and appropriate. Any access arrangements must be approved by the School's Director of Inclusive learning. Such accommodations are typically awarded in line with normal JCQ regulations and must be recommended by an Educational Psychologist or appropriately qualified specialist teacher/qualified medical consultant, supported by the relevant documentation. The School also requires written evidence from a candidate's current school that the access arrangements represent the student's normal way of working.

Scholarships and Bursaries:

47. Scholarships are available to both external applicants and current pupils on entry to Year 7 (11+), Year 9 (13+) and Sixth Form (16+) in the following disciplines: Academic, Music, Sport, Art, Drama, Design Technology.
48. Candidates sitting entrance assessments in Year 6 for a deferred 13+ place cannot be considered for any scholarship until they are in Year 8. Candidates will be invited to apply for scholarships by 1 October of Year 8.
49. Scholarships are awarded in recognition of excellence, achievement and potential in the designated discipline. In addition to a remission on the annual School Fee (currently 5%), Scholars will also be offered a specific Scholarship Programme that recognises their ability and will support and challenge them to develop and broaden their skills in their designated discipline. Music Scholars will also receive free tuition in one instrumental study.

50. Music Exhibitions are also awarded, offering free tuition in one instrumental study, but without any remission of fees.
51. At 11+ and 13+, selected candidates will be invited to attend an Academic Scholarship interview with the Headmaster and Head of Scholars, based on performance in the entrance assessments (external candidates) or academic progress (internal candidates).
52. At 16+, candidates (internal and external) may apply directly for an Academic Scholarship. External candidates will be required to sit the Academic Scholarship examination. An academic progress report will be requested from the Head of Year for internal candidates. External candidates who perform sufficiently well in the Academic Scholarship examination and internal candidates who are deemed to be making satisfactory academic progress will be further invited for interview with the Headmaster and Head of Scholars. Candidates must also fulfil general Sixth Form entry requirements.
53. Scholarships in other disciplines will be awarded based on an audition or assessment and interview with the relevant Head of Department. These are held at the School. Candidates are required to attend on the relevant published scholarship assessment date and alternative dates are not available: candidates cannot be considered for a scholarship in the case of non-attendance. All candidates must also satisfy the school's normal academic entry requirements.
54. Candidates should make note of any submissions required in support of their scholarship application, including references. With the exception of any required recordings or music scores, submissions in support of a specific scholarship application, including references, must be combined into a single pdf document which should be uploaded to the School's admissions portal by the deadline published. Submissions submitted after the published date will not be considered.
55. Pupils in receipt of a Music, Sport, Drama, Art or Design Technology Scholarship awarded at 11+ or 13+ will be expected to study their designated discipline at GCSE as a condition of retaining the Award.
56. A pupil may be awarded a Scholarship in more than one discipline, either on entry to or during their time at the school, and the appropriate fee remissions applied.
57. Scholarships are awarded for the duration of a pupil's time at the School, subject to satisfactory progress and performance. It is an expectation of all Scholars that they set the highest standards and are an example to others. Scholarship awards will be reviewed annually and can be withdrawn in the case of declining standards, enthusiasm or poor discipline.
58. The School offers a number of bursaries each year to assist parents who might not otherwise be able to consider a Freeman's education for their children. Bursary awards are subject to means-testing and take into consideration other factors including your child's performance in our entrance examinations. Candidates wishing to apply for a bursary award should indicate this on their registration form. We will then send further information regarding the bursary application process. Bursary applications must be received by the published deadline (usually 8 October in

the year prior to entry). We are unable to consider applications received after this date, including bursary applications during the first year of school

59. Bursary applications will be assessed by an independent company appointed by the School. They will review your financial declaration and documentary evidence before submitting a confidential report to us. The School's Bursary Committee will then review all applications and allocate awards according to need, dependent upon the funds available.
60. The School currently offers Foundation Scholarships to children (normally between the ages of nine and eleven years of age) of deceased Freemen of the City of London. These Scholarships are available to new and existing pupils who have satisfied the normal admission requirements. Foundation Scholarships are subject to financial means-testing and will only be awarded in accordance with the relevant Regulations for Admission and Maintenance of Foundation Scholars.

Special circumstances

61. We recognise that a candidate's performance may be affected by a disability or specific learning difficulty, or exceptional circumstances such as illness, and ask parents to contact us with any details so that we can consider what steps to take in the examination and/or interviewing process.
62. In any of these cases, we may request further information such as a medical certificate or an educational psychologist's report and any associated correspondence or details from the pupil's current school.

Disclosures

63. Parents must disclose any particular known or suspected circumstances relating to their child's health, pastoral wellbeing, allergies, food intolerances, disabilities, learning difficulties, or SEND requirements prior to the examination process.

Closing Dates for Acceptance of Places

64. The closing date for acceptance of 11+ offers, including scholarship offers, is published annually and falls in the first week of March in the year of entry.
65. For deferred 13+ offers, the closing date for acceptances is 30 June of Year 7.
66. For all other year groups, the closing date for acceptance, including the acceptance of any scholarship offer, is 31 January in the year of entry.

Procedures for the Administration of the Admissions Register

Compliance

67. City of London Freeman's School acknowledges its responsibility to administer its Admissions Register in line with the *School Attendance (Pupil Registration) (England) Regulations 2024* and the statutory guidance *Working Together to Improve School Attendance 2024*. We are also mindful of the non-statutory (for schools) guidance *Children Missing Education 2024*.

Content

68. The School's admission register includes:

- a. name in full;
- b. the name the pupil uses at school;
- c. sex;
- d. address;
- e. full name and address of each of the pupil's parents;
- f. an indication of the parent(s) with whom the pupil normally resides;
- g. at least one telephone number at which each parent can be contacted in an emergency;
- h. day, month and year of birth;
- i. day, month and year of starting day at the School;
- j. name and address of the school last attended, if any;
- k. boarding / day status.

Recording and storage of data

69. The register is kept in electronic format on the servers in the IT office and the date and name of the last person to make an amendment to any record is recorded by the Management Information System. The register, together with every back-up copy, is kept for a minimum of six years. Proper provision is made for back up and a stored version of the register is made electronically each month and is accessible via the Management Information System. In addition, we can provide an electronic register and a print-out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction. The person responsible for authorising additions to the admissions register is the Head of Admissions and the person responsible for authorising deletions is the Headmaster's EA. More generally, administration of the admissions register is the responsibility of the Data Manager.

Accuracy of data

70. The School's admission register is accurate and kept up to date. We encourage parents to inform us of any changes whenever they occur, both when their child joins the School and via an annual reminder sent by the Deputy Head to all parents at the beginning of each academic year.

71. Where a parent notifies the School that a pupil will live at another address, the following are recorded in the admission register:

- a. the full name of the parent with whom the pupil will normally live;
- b. the new address;

- c. the date from when it is expected the pupil will live at this address.

When a pupil joins Freeman's

72. The name of a new pupil is added by the Data Manager so that he/she appears on the admissions register on the first day on which the School has agreed, or has been notified, that the pupil will attend the School.
73. The Head of Admissions sends a New Pupil Return to Surrey County Council within five days of any pupil being added to the admissions register³. In these instances, the local authority is provided with information held within the admission register in the tabular format specified by the local authority.

New pupil failing to attend School

74. If a pupil fails to attend on the agreed starting date without notification by a parent, the pupil is marked No Reason Yet Provided in the attendance register and the Head of Admissions tries to establish the child's reason for absence.
75. When the child's new school has been ascertained, this is noted in the admissions register. If, however, five days after the pupil was due to start at the School, the Head of Admissions has not been able to establish which school the pupil is now attending, the Head of Admissions immediately informs the Safeguarding Co-ordinator, who having briefed the Designated Safeguarding Lead, in turn immediately informs Surrey County Council and agrees next steps with them.

When a pupil leaves Freeman's

76. Other than at the end of Year 13, parents know that they must give notice in writing to the Headmaster's Office of their intention to withdraw their child from the School. When notice is given, the Headmaster's EA informs the Head of Admissions and the Safeguarding Co-ordinator. The Headmaster's EA then asks the Data Manager to record the following in the admissions register:
- a. the name of the new school;
 - b. the date when the pupil first attended or is due to start attending that school.
77. If the destination school is not known when a parent gives notice of a pupil leaving, the Headmaster's EA asks the parent to update the school as soon as they have been accepted to another school. In the case of those sitting GCSEs, he/she asks parents to confirm the destination school or college on results day in August.

³ This is in compliance with Surrey County Council's request, which exceeds the minimum obligation for us to report joiners at non-standard transition points.

78. If, after five days since being deleted from the admissions register, the Headmaster's EA has been unable to ascertain the name of the pupil's new school, he/she informs the Safeguarding Co-ordinator, who then informs Surrey's Children Missing Education Team. This duty extends to pupils who are being taken overseas. The Safeguarding Co-ordinator then works with Surrey to work with the family to ensure that the child resumes his/her education as soon as possible.
79. If the Headmaster's EA is notified by parents of their intent to educate the child at home, he/she informs the Safeguarding Co-ordinator immediately, who then informs Surrey's Children Missing Education Team.
80. The Head of Admissions sends a Deletion Return to Surrey County Council within five days of any pupil being deleted from the admissions register unless the pupil is leaving at the end of Year 13.
81. In these instances, the following information is provided to the local authority:
- a. full name;
 - b. address;
 - c. the full name and address of any parent the pupil normally lives with;
 - d. at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
 - e. 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;
 - f. if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
 - g. the reason set out in Regulation 9(1) or (3) of *School Attendance (Pupil Registration) (England) Regulations 2024* under which the pupil's name has been deleted from the admission register⁴.
82. The Safeguarding Co-ordinator is responsible for transferring any safeguarding files to the pupil's new school, in line with *Keeping Children Safe in Education*. Details of this process can be found in our *Safeguarding Policy*.

Deleting a pupil from the Admissions Register who has gone missing from education

83. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the pupil is removed from the admission register by the Head of Admissions only once the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The Safeguarding Co-ordinator is the person responsible for contributing to such joint enquiries.

⁴ This is Ground L if of compulsory school age and either Ground A (day pupil) or Ground B (boarder) if not of compulsory school age. (A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.)

84. When the Head of Admissions informs Surrey of such a child having been deleted from the admissions register, Ground H is cited if the pupil has not returned after an authorised absence or Ground I if the pupil has been continually absent for 20 school days.