



Broomwood Hall Limited & Northcote Lodge School Limited

ADMISSIONS ON AND OFF ROLLING POLICY

SEPTEMBER 2026

1. The school is committed to fulfilling all obligations to the Local Authority with regard to the pupil roll.
2. All pupils will be included in the admissions register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.
3. The school will report to the local authority all joiners and leavers at non-transition times, i.e. when a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The school will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.
4. The template will include, full name, age, date of birth, gender, full home address, contact details, full address of the previous school and/or full address of the future destination, if known. Contact details of future school staff members confirming the child's attendance will also be ascertained.
5. Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.
6. Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave **for more than 10 school days (continuous)**.
7. From September 2016, a school's right under to delete a pupil for **non-return within 10 school days** after an authorised leave of 10 school days or more, or after 20 school days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have **jointly made reasonable enquiries** (described in the guidance) as to the pupil's whereabouts **and failed**.

8. As an independent school, the School's right to remove a pupil is also subject to the **Terms & Conditions**.

Key Personnel

Jordon-Lee Squibb, Director of Marketing and Admissions
Alex Solomon, Admissions Manager

Data Control

Owners: Heads; Director of Marketing and Admissions

Previous review: November 2025

Current review: September 2026

Next Review September 2027