

LEAVERS POLICY

Primary person responsible for updates to this policy: Compliance Manager

Last review date: August 2024

Next review date: August 2025

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

When a withdrawal notice is received:

A withdrawal notice must be received from the student's parent/s, agent, or sales manager. The member of staff that receives the withdrawal notice must forward it to DLD - Course Admin (DLDCourseAdmin@dld.org) to ensure that all relevant staff members are informed.

Withdrawal of CSA Students:

Before CSA students are off-rolled the Compliance Manager and the Admissions Manager must obtain details of the student's future plans to report to the Local Authority.

- If a withdrawing CSA student is international and holds a visa sponsored by DLD College London, the Compliance Manager will ask the family/agent/sales manager to complete the online Leavers Form (Appendix A).
 - o If the student plans to stay in the UK, the Compliance Manager will request evidence of a new CAS or Confirmation Letter from the intended educational institution.
 - o If the student is leaving the UK, the Compliance Manager will request a copy of the flight details/ticket.
- If a withdrawing CSA student doesn't hold a visa sponsored by DLD College London, the Compliance Manager / Admissions Manager will obtain details about the student's next educational institution and will pass the details to the Assistant Principal (Pastoral and Boarding).

When all the withdrawal information is received and confirmed, the Admissions Manager will inform the Local Authority. Upon receiving confirmation that the student can be off-rolled from the LA, the Admissions Manager will inform the Data Manager and the Compliance Manager and the student will then be off rolled with the exact date, reason for withdrawal and destination recorded on SIMS.

When the student is off-rolled the Data Manager will send an all-staff withdrawal notice email.

Withdrawal of Non-CSA Students:

- If a withdrawing non-CSA student is international and holds a visa sponsored by DLD College London, the Compliance Manager will ask the family/agent/sales manager to complete the online Leavers Form (Appendix A). When the completed Leavers Form is received or 10 days after the date that the Leavers Form was sent, the Compliance Manager will inform the Data Manager that the student can be off-rolled with the exact date, reason for withdrawal and destination (if received) recorded on SIMS.
- If a withdrawing non-CSA student doesn't hold a visa sponsored by DLD College London, the Data Manager can immediately off-roll the student. The request to complete the online Leavers Form will be sent by the Compliance Manager for school inner records.

When the student is off-rolled the Data Manager will send an all-staff withdrawal notice email.

Reporting to the UKVI:

If a withdrawing student is international and holds a visa sponsored by DLD College London, the Compliance Manager will ask the family/agent/sales manager to complete the online Leavers Form (Appendix A) as soon as the notification of withdrawal is received. The example of the template letter to be sent is in Appendix B.

Then Compliance Manager will report the withdrawal of the sponsorship to UKVI.

- For a CSA student, withdrawal must be reported as soon as the Local Authority confirms that the student can be off-rolled.
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- For a non-CSA student, withdrawal must be reported as soon as the completed Leavers Form is received or 10 days after the Leavers Form was sent.

When the sponsorship withdrawal has been reported to UKVI, the Compliance Manager will send a follow-up email to the family/agents/sales manager.

- If the completed Leavers Form was returned, the follow-up email must be sent immediately after receiving the Leavers Form or when the Local Authority confirmed that the student can be off-rolled (Appendix C).
- If the Leavers Form was not returned, the follow-up email must be sent 10 days after the Leavers Form was sent or when the Local Authority confirmed that the student can be off-rolled (Appendix D).

Fees/Finance:

The Finance Bursar or the Bursar will contact the family/agent/sales manager when the student has been off rolled, to inform them of any potential refund and/or to answer any questions about outstanding fees. Any questions relating to fees will be handled in accordance with the Finance Team's policies and protocols.