# BROCKWOOD PARK SCHOOL

ATTENDANCE POLICY (incl. for Tier 4 visa students)

| Last Review Date | 3 Mar 2025 |
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| Policy endorsed by | The Trustees & School Management Committee |
| Policy is maintained by | Senior Attendance Champion, Recruitment Coordinator |
| Next review date | August 2025 |
| Review body | School Management Committee |

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# 0    Key school contacts

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|---|---|
| **Senior Attendance Champion (SAC)**<br><br>Thomas Lehmann<br>(Co-Chair of School Management Committee)<br><br>Has overall responsibility for the oversight of attendance at the school | Email: thomas@brockwood.org.uk<br><br>Telephone number: +44 1962 771 744 |
| **Key staff / contacts**<br><br>Elena Maria Ciungu<br>(Admissions & Recruitment)<br><br>Is responsible for the Admissions Register and contacts with the local authority | Email: enquiry@brockwood.org.uk<br><br>Telephone: +44 1962 771 744 |

# 1    Aims and intentions

This is the attendance policy of Brockwood Park School (the school), an international boarding school for 14 to 19 year old students. All of our students are boarders.

Brockwood aspires to high levels of attendance from all students. As a small international boarding school and community, it is essential students are present and attending all activities throughout the school year. Not missing parts of the school year is important so that students can get the most out of their school experience at Brockwood, and is essential for their well-being, academic development and wider life chances.

Brockwood permits students to be away during term time **only in exceptional cases** such as a very important family event, in case of a medical emergency, or for educational purposes.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;

- to ensure, so far as possible, that every student in the school is able to benefit from and make their full contribution to the life of the school;

- to prioritise and where possible improve attendance and punctuality across the school, reduce absence and set out the school's approach to the management of absence / non-attendance;

- to recognise the linkages between attendance / absence and student well-being, specifically ensuring a consistent whole school approach to safeguarding; and

- to help to promote a whole school culture of safety, equality and protection.

## 2    Scope and application

This policy applies to Brockwood Park School, an international boarding school for 14-19 year-olds. Inwoods Small School (our local day primary school) has a separate Attendance Policy.

This policy is designed to address the specific statutory obligations on the school to record attendance and absence.

## 3    Regulatory framework

This policy has been prepared to meet the school's responsibilities under:

- Education (Independent school Standards) Regulations 2014;

- National Minimum Standards for boarding schools (Department for Education (DfE), September 2022);

- Education and Skills Act 2008;

- Children Act 1989;

- Childcare Act 2006;

- Sponsorship Duties (UKVI, July 2023);

- The school Attendance (student Registration) (England) Regulations 2024;

- Equality Act 2010; and

- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

- [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);

- [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);

- [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);

- [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);

- ['Is my child too ill for school?' guidance](#) (NHS, April 2024);

- [Keeping children safe in education](#) (DfE, September 2024);

- [school behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);

- [Children missing education](#) (DfE, September 2016);

- [Supporting students with medical conditions at school](#) (DfE, August 2017);

- [Behaviour in schools: advice for headteachers and school staff](#) (DfE,  February 2024);

- [Mental health and behaviour in schools](#) (DfE, November 2018);

- [Mental health issues affecting a student's attendance: guidance for schools](#) (DfE, February 2023);

- [Support for students where a mental health issue is affecting attendance](#) (DfE, February 2023);

- [Remote education guidance](#) (DfE, updated February 2023); and

- [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015)].

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The following school policies, procedures and resource materials are relevant to this policy:

- *Safeguarding and Child Protection Policy*

- *Risk Assessment Policy*

- *Student Supervision and Missing Child Policy*

- *SEND Policy*

- *Behaviour of Students Policy*


# 4    Publication and availability

This policy is published on the school website, and is available in hard copy or large print upon request.


# 5    Definitions and interpretation

Where the following words or phrases are used in this policy:

- References to attendance include references to attendance for all or part of the timetabled school day.

- References to the Proprietor are references to the Board of Trustees.

- References to a Parent means:

    - All natural parents, whether they are married or not;

    - Any person who has parental responsibility for a student; and

    - Any person who has day-to-day responsibility for  a student (i.e. lives with and looks after a student).

- References to a student includes anyone who is receiving an education at the school

- SAC refers to our designated *Senior Attendance Champion*

# 6　Responsibility statement and allocation of tasks

The Proprietor has overall responsibility for all matters which are the subject of this policy.

The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader (one of the Co-Chairs of the School Management Committee) to have overall responsibility for championing and improving attendance in school, referred to in this policy as the SAC.

To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

| Task | Allocated to | When / frequency of review |
|---|---|---|
| Monitoring the implementation of the policy | SAC | As required, and at least termly |
| Keeping the policy up to date and compliant with the law and best practice | SAC | As required, and at least annually |
| Seeking input from interested groups (such as students, staff, parents) to consider improvements to the school's processes under the policy | SAC | As required, and at least annually |
| Formal annual review | Proprietor | Annually |

# 7　The importance of good attendance

The school recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the school's ethos and culture. In building a culture of good school attendance it recognises:

- The importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day-to-day life;

- The interplay between attendance and wider school improvement efforts, building it into strategies on holistic development, academic progress, behaviour, bullying, special educational needs support, supporting students with medical conditions and/or disabilities, mental health issues, safeguarding well-being, and support for disadvantaged students;

- The importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and parents;

- That attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

- Children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

# 8    School responsibilities

The school acknowledges that attendance is the essential foundation to securing positive outcomes for all students and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.

The school will consistently promote the benefits of good attendance, setting high expectations for every student and consistently communicating those expectations to students and parents.

Where there are challenges to attendance, the school will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.

The school will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the school's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The school will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level in order to identify students at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

# 9    Staff responsibilities

## 9.1    The SAC

The Proprietor has appointed a senior member of staff of the school's leadership team as SAC to have overall responsibility for leading and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within school.

The SAC's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to students and parents.

## 9.2    Staff with specific responsibilities for attendance

The staff identified in [Appendix 1](#) of this policy have day-to-day responsibility for monitoring and promoting good attendance and punctuality. They should:

- Have a formal routine for registers being taken accurately each morning and afternoon;

- Seek explanations of absences required from students on their return to school;

- Make enquiries about unexplained absences, including those within the school day, and follow up with student to ensure that an explanation has been formally given to the school;

- Look out for trends or patterns in a student's attendance and inform the SAC of any specific concerns;

- Deal with lateness to lessons consistently and promptly;

- Consider appropriate sanctions for students who arrive late to a lesson in line with the school's behaviour and discipline policies; and

- Discuss non-attendance and/or lateness with students and parents (where possible) and emphasise the importance of punctuality and attendance.

The *Curriculum Coordinator* regularly reviews class attendance (which in our case as a full boarding school, is different from general school attendance) and communicates new developments and trends to the SAC.

The *Recruitment Coordinator* also reviews general attendance, and in coordination with the SAC, communicates with the Local Authority when necessary (e.g., in the case of a prolonged absence that requires such communication).

## 9.3    All staff

The school ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with students and parents about it.

The school provides appropriate training and professional development for staff consistent with their roles and responsibilities.

# 10    School arrangements

The school will accurately complete its admission register, have robust systems that track attendance in the context of being a boarding school, and have effective day-to-day processes in place to follow-up absence. These registers are kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the school's arrangements can be found in [Appendix 1](#) and [Appendix 2](#).

# 11 Monitoring attendance

The school will undertake regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis may include:

- Monitoring and analysing monthly attendance patterns and trends and provide support in a targeted way to students and families;

- Using this analysis to provide regular attendance reports to class teachers to facilitate discussions with students and to leaders (including the special educational needs coordinator and designated safeguarding lead);

- Conducting thorough analysis of full-year data to identify patterns and trends;

- Devising specific strategies to address areas of poor attendance identified through data;

- Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

- Providing data and reports to the Proprietor to support its work.

# 12 Student responsibilities

School attendance is important to student well-being and academic development. The school therefore has high expectations of students as to their attendance and has systems in place to encourage good attendance and manage poor attendance.

Students should be aware that:

- They are expected to be present in-person for the duration of each school day;

- They are expected to arrive on time and attend all timetabled lessons;

- They should not leave a lesson or the school site without permission or otherwise in accordance with school agreements;

- They should engage with the school's arrangements for recording and managing attendance as set out in this policy;

- Any unexplained absence will be followed up;

- Persistent lateness or non-attendance will result in action being taken by the school. This may take the form of:

  - Offers of support to seek to identify and address any barriers to attendance;

  - Communication with parents;

  - Reporting to other agencies such as children's social care; and

  - In extreme cases, sanctions against them or their parents, in line with the school's behaviour policies.

- If students are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to any member of staff, although the school encourages them to speak to the Pastoral Coordinator, their Student Adviser, or those staff identified in Appendix 1 in the first instance. Students are entitled to expect this information to be managed sensitively.

## 13    Additional needs

The school recognises some students may find it harder than others to attend school, and will work with those students and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The school will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities, e.g., ensuring the provision outlined in a students education, health and care plan is accessed.

Suitable strategies will also be considered for students with any social, emotional or mental health issue that is affecting their attendance .

Where barriers are outside of the school's control, the school will work with parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The school will make a sickness return to the local authority if there are reasonable grounds to believe that a student will have to miss 15 consecutive school days or more for illness or the student's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

## 14    Parent / carer responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means students must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The school will help parents to understand what is expected of them and why attendance is important to their child's holistic development and well-being, and provide clarity on the short and long-term consequences of poor attendance.

Expectations the school places on parents can be found in Appendix 1 of this policy.

# 15   Training

## 15.1   All Staff

The school ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- The importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- The school's strategies and procedures for tracking, following up and improving attendance.

## 15.2   Specific staff

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- The law and requirements of schools including on the keeping of registers;
- The process for working with other partners to provide more intensive support to students who need it;
- The necessary skills to interpret and analyse attendance data; and
- Any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

The school maintains written records of all staff training.

# 16   Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The school, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a student (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

Where appropriate the schools will attend regular targeting support meetings.

The school is legally required to share information from the registers with the local authority. As a minimum this includes:

- New student and deletion returns;
- Attendance returns;

- Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the *Education Acts* to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the school's registers.

The school must provide specific student information on request to the Secretary of State.

Where appropriate, the school is expected to inform a student's social worker and/or youth offending team worker if there are unexplained absences.

## 17 Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The school's use of this personal data will be in accordance with data protection law. The school has published privacy notices as well as its *Data Protection Policy* on its website which explain how the school will use personal data.

## 18 Tier 4 Student Attendance Monitoring

*Krishnamurti Foundation Trust Ltd* is a recognised Sponsor with *United Kingdom Visas & Immigration* (UKVI). Our Sponsor Licence permits us to sponsor international students with either a T4 Child Student/T4 Student visa to enable them to study with us. As a Sponsor, *Krishnamurti Foundation Trust Ltd* is obliged to adhere to the sponsor duties set down by UKVI as detailed in their guidance and regulations. For information on these requirements, please see the [UKVI guidance](#).

One of the primary duties of a Sponsor is to monitor the attendance and engagement of students holding a T4 visa and to withdraw sponsorship of students found to be breaching the conditions of their leave. This policy sets out the various processes and systems utilised by *Krishnamurti Foundation Trust Ltd* to appropriately monitor the attendance of the students it sponsors as well as the circumstances under which sponsorship will be revoked.

It is not in the interest of the students concerned, *Krishnamurti Foundation Trust Ltd*, nor the UKVI to report non-attendance for international students who have ceased to attend their course for some valid reason. We ensure that, in instances where international students are in danger of being reported as non-attending, they are identified, contacted and investigated thoroughly well in advance of exclusion, giving ample opportunity for the situation to be resolved.

*Krishnamurti Foundation Trust Ltd*, maintains a spreadsheet showing the details of each of our T4 students and their attendance.

We are aware of our duty to notify UKVI if:

- a) we become aware that any of the students we are sponsoring has been granted leave with the incorrect conditions of stay, for instance if they have mistakenly been granted permission to work;
- b) anything we have reported through the SMS is incorrect, explaining why it is incorrect;
- c) if there are any changes to a Student or Child Student's circumstances (please see [Reporting changes to student circumstances](#));
- d) if there are any changes that affect our Student sponsor licence (please see [Reporting changes to an institution](#)).

As the Sponsor we must report on all Students and Child Students that we are sponsoring, including when they are:

- a) On a course (including a pre-sessional course or a study abroad programme) at a partner institution or at another institution under an exceptional arrangement;
- or b) Doing a work placement that is part of their course.

We must also provide details of any third party, in the UK or another country, which has helped us to recruit students. Further information on reporting duties can be found at [Reporting changes to student circumstances](#) and [Reporting changes to an institution](#).

# Appendix 1    School arrangements

## General expectations

Brockwood aspires to high levels of attendance from all students. As a small international boarding school and community, it is essential students are present and attending all activities throughout the school year. Not missing parts of the school year is important so that students can get the most out of their school experience at Brockwood, and is essential for their holistic development, well-being, academic progress and wider life chances.

Brockwood permits students to be away during term time **only in exceptional cases** such as a very important family event, in case of a medical emergency or for educational purposes.

For any exceptional absences, parents have to request prior permission from the Pastoral Coordinator according to our permissions procedure. Please refer to our *Pastoral Care and Boarding Policy* for more details.

Brockwood recognises the children that are missing from school or absent on repeat occasions and/or for prolonged periods could be at risk of harm. In such cases, the school will ensure that it is attentive to any signs that could point to potential safeguarding issues underlying the absence, keep in close contact with the parents/carers, and take further action where necessary (e.g., potential safeguarding risks are identified).

## Managing attendance

The school monitors, records and shares data about student attendance and as part of its duty to safeguard and protect students and promote attendance. It accurately completes an *Admission Register* as required by law and set out in Appendix 2 respectively. The admission register must be kept electronically and retained by the school for the relevant time period as stated by law.

As a full boarding school with no day students, the school does not keep an official attendance register as outlined in the relevant guidance, but keeps track of attendance, including sick days, planned absences, class attendance and punctuality with the help of its various databases and spreadsheets (see below).

## Relevant documents

The below are the most relevant documents and databases the school uses to monitor and track attendance:

- School Attendance Register
- Whole School Class Lists, Attendance Register and Assessment Overview
- In-term permissions information (planned absence database)
- Admission Register

## Boarding procedures

Being a boarding school, the school expects all students to be present at the school each weekday of the school year and on most weekends. Planned weekend absences are allowed at certain times as set out in the *Pastoral Care and Boarding Policy*. Planned absences on weekdays are strongly discouraged and only allowed in exceptional circumstances.

## Daily expectations for students

When students are on site, they are expected to attend the full school day, starting with the Morning Meeting at 8:40 am where attendance is registered by a residential/boarding staff member. Students taking a sick day will be registered as sick, and students arriving late will be registered as late. Detailed data of day attendance is available through our google sheet database (*School Attendance Register*). Trends of absence, lateness or sickness can be detected through detailed attendance reports incorporated into this database.

Attendance is also registered in each class students attend, and data is regularly reviewed to detect problematic trends. Class teachers track class attendance through a shared spreadsheet (*Whole School Class Lists, Attendance Register and Assessment Overview*). All students are expected to attend all of their daily classes and activities, except when confirmed as needing a sick day by the Infirmary Team.

## The role of parents / carers

The school expects all parents to:

- Make any application for an authorised leave of absence at the earliest opportunity and following the procedure set out in the school's *Pastoral Care and Boarding Policy* and *Parent Handbook*;
- Notify the school of any absence or delay (e.g., when a student fell sick at the end of a holiday and will return to school later than expected) as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- Cooperate with the school to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of boarding students that have left the school for a weekend absence should ensure their child returns to their boarding accommodation by 7:00 pm on Sunday before the beginning of the school week.

## Registration and attendance checks

Morning registration is at 8:40 am as part of the Morning Meeting. It is completed by a staff member with assistance by two students and another staff member. Students arriving late to the Morning Meeting will be marked as late. Every student is accounted for by 9:00 am (and 11:00 am on weekends).

Class registration will be at the beginning of each class or activity.

The school uses a google sheet database (*School Attendance Register*) for overall attendance tracking, and another google sheet database (*Whole School Class Lists, Attendance Register and Assessment Overview*) for class attendance tracking.

Evening registration (for supervision purposes) happens as part of the floor check in the boarding areas at the end of the day (10 pm, and 11 pm on Fridays) and is done by the relevant boarding staff on floor duty.

## Reporting absence

We ask parents to follow the procedures to request absences in advance as set out in the *Parent Handbook*. If a student needs to return late to school after a school holiday (due to illness), parents should inform the school in advance using the same procedure.

## Managing absence

In the unlikely event that attendance becomes an issue with a student, we will seek out their parents to discuss the issue and find a way to resolve the issue.

## Authorised absences

Authorised absence means that the school has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

## Applications for an authorised leave of absence

Parental permission requests are needed for exceptional absences of students during term time. All permission requests have to be sent to [permissions@brockwood.org.uk](mailto:permissions@brockwood.org.uk) and will be reviewed and answered by the Pastoral Coordinator.

Permissions for exceptional absences during term time have to be requested at least three days (and ideally longer) in advance via email.

### Term time absences

Brockwood permits students to be away during term time only in exceptional cases such as a very important family event, in case of a medical emergency or for educational purposes. This applies to the whole week, but particularly to weekdays where classes and other whole-school activities are happening every day.

### Weekend absences

As a small international, residential boarding school, we feel it is important that students stay on the grounds and with their school community during term times, including on weekends.

Exceptions to this rule will be considered in special circumstances and can be requested via the Pastoral Coordinator (see below). Parents and students should be aware that where such exceptional weekend absences are seen as necessary and helpful, they should be limited to one weekend absence per half-term.

### Procedure for all exceptional absences

When, in exceptional circumstances, a student wishes to leave the school during term time or over the weekend, a permission request needs to be sent (by the parents) to the Pastoral Coordinator via [permissions@brockwood.org.uk](mailto:permissions@brockwood.org.uk), wherever possible at least three days in advance. The Pastoral Coordinator, in consultation with other staff members, will make a decision and let parents, students and Advisers know of the outcome. Additionally, once the request is accepted, parents will be asked to fill out an online form to provide further details about the requested absence (location where the student will be staying, contact details, etc.).

All staff members will be aware of students not on campus via an away list maintained and shared weekly by the Pastoral Coordinator.

## Reporting duties

The school has statutory reporting obligations if a student fails to regularly attend and their absence is unauthorised. The school must report unauthorised absences for a continuous period of 10 days or more to the local authority.

In the event that a student holding a Student or Child Student visa sponsored by the school under the Points Based System goes missing, the school will report to UKVI if the student misses ten consecutive expected contact points:

- Each morning check (when the school's attendance register is completed) is treated as a contact point for these purposes.
- The report will be made by the school's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

Please see the *Attendance Policy* (section on Tier 4 Student Attendance Monitoring) for more details.

Action will also be taken in accordance with the *Student Supervision and Missing Child Policy* and *Safeguarding and Child Protection Policy* if any absence of a student from the school gives rise to a concern about their welfare.

# Appendix 2   Admission register

## Admission register

In accordance with the requirements of the school Attendance (student Registration) (England) Regulations 2024 the school will:

- Maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the school (also known as the school roll); and
- Inform the local authority of any student who is going to be added to or deleted from the school's admission register at non-standard transition points.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school must ensure that every entry in the school's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every student in the school, including their date of admission, information regarding parents and carers and details of the school they last attended.

A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the school Attendance (student Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the student's name must be deleted.

Where the school notifies the local authority that the student's name is to be deleted from the admission register, the school must provide it with the following information:

- The full name of the student;
- The address of the student;
- The full name and address of any parent the student normally lives with;
- At least one telephone number of any parent with whom the student lives or can be contacted in an emergency;
- The student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
- Name of the student's other or future school and student's start date or expected start date there, if applicable;
- The ground (prescribed in regulation 9) under which the student's name is to be deleted from the admission register.