Jeppe High School for Boys
Good Hope Street, Kensington, 2094
P.O. Box 28923, Kensington, 2101
Tel: 011 614 1938/9
hms@jeppeboys.co.za
www.jeppeboys.co.za
Headmaster: B. A. Gittins
GDE Registration No.:130633

Withdrawal of a Boy from the School

Procedure for parents, guardians and staff

Owner: Senior Deputy Headmaster | Effective: January 2027 | Review: December 2027

1. Purpose

This procedure sets out how a boy is withdrawn from Jeppe High School for Boys. It ensures that every withdrawal is handled consistently, that the family is given the opportunity to discuss the decision with the School, and that all relevant departments are informed accurately and on time.

A boy's departure matters to us. Understanding why families choose to leave helps the School identify concerns that need attention and, where appropriate, gives us the opportunity to resolve an issue before a boy leaves.

2. Scope

This procedure applies to all boys enrolled at the School, whether day boys or boarders, who are leaving before the completion of Grade 12. Boarders who are leaving boarding but remaining at the School as day boys should refer to the Boarding Withdrawal Procedure 2026.pdf. Boarders leaving the School altogether must follow both procedures.

3. Key principles

- **One point of contact.** Notice of withdrawal should be sent to the Senior Deputy Headmaster, copying the boy's Housemaster.
- **Every notice leads to an exit interview.** No member of staff may accept a withdrawal. However the School is first informed, the parents are referred to the Senior Deputy Headmaster and an exit interview is scheduled.
- **A withdrawal is finalised in the exit interview.** A withdrawal is formally accepted and processed once the Withdrawal Form has been signed, recording the boy's final day at school.
- **One notification, sent to everyone.** Once a withdrawal is confirmed, all relevant parties are informed at the same time using a single notification.
- **Notice and fees.** Notice periods and fee liability are governed by the School's Conditions of Enrolment. The date on which written notice is first received by any member of staff is recorded as the date of notice.

Jeppe High School for Boys
Good Hope Street, Kensington, 2094
P.O. Box 28923, Kensington, 2101
Tel: 011 614 1938/9
hms@jeppeboys.co.za
www.jeppeboys.co.za
Headmaster: B. A. Gittins
GDE Registration No.:130633

4. Procedure

Step 1: Notice of intention to withdraw

Parents or guardians should notify the Senior Deputy Headmaster in writing (email is acceptable), copying the boy's Housemaster, of their intention to withdraw their son, stating the intended final date of attendance.

If notice is sent to any other member of staff, including the Housemaster, the Finance Office, Admissions, the Academic Office, a class teacher, a tutor or a boarding housemaster, that staff member must:

- forward the notice to the Senior Deputy Headmaster within one school day, copying the boy's Housemaster;
- acknowledge receipt and refer the parents to the Senior Deputy Headmaster, who will contact them to arrange a withdrawal meeting; and
- not accept, confirm or process the withdrawal. Finance must not adjust billing and Admissions must not offer the place until the Withdrawal Notification is received from the Academic Office.

Step 2: Scheduling the exit interview

Within two school days of receiving the notice, the Senior Deputy Headmaster contacts the parents to arrange an exit interview with the Senior Deputy Headmaster and the boy's Housemaster. The interview should take place within five school days of the notice being received. It may be held in person or online.

Where the Senior Deputy Headmaster is unavailable, the Headmaster may nominate another member of the School Executive to attend.

Step 3: The exit interview

The exit interview is a supportive conversation, not an attempt to obstruct the family's decision. Its purpose is to:

- understand the reasons for the boy's departure;
- identify any concerns that the School needs to address, whether they relate to the boy or to the wider school community;
- where appropriate, explore whether support or changes could allow the boy to remain at the School; and
- confirm the practical arrangements for his departure.

The boy may attend part or all of the interview where the family and the School consider this appropriate. The Housemaster records the main reasons for departure and any matters requiring follow-up on the Exit Interview Record.

If, following the interview, the family decides that the boy will remain at the School, the notice is withdrawn in writing and no further action is taken.

Step 4: Signing the Withdrawal Form

If the family confirms the withdrawal, the Withdrawal Form is completed and signed in the meeting by a parent or guardian and by the Senior Deputy Headmaster. The form records:

- the boy's full name, grade, house and admission number;
- the date on which written notice was first received;
- the boy's final day of attendance;
- the school he will attend next, where known; and
- acknowledgement of the notice and fee provisions in the Conditions of Enrolment.

A copy of the signed form is given to the parents.

Step 5: Recording and notification

Within one school day of the form being signed, the Senior Deputy Headmaster sends it to the Academic Office. The Academic Office (Ms. Meintjes) records the boy's status and final day on the Enrolment Register and, on the same day, sends a single Withdrawal Notification, with the signed form attached, to the following parties:

- **Finance Office:** amend billing in line with the Conditions of Enrolment.
- **Admissions:** record the vacancy in the relevant grade and update the waiting list.
- **School Executive:** update enrolment numbers for budget and planning purposes.
- **Academic team:** prepare the final report and transfer card, and remove the boy from class lists and registers with effect from the day after his final day.
- **Housemaster, tutor and class teachers:** note the boy's final day and support his transition.
- **IT Department:** schedule the deactivation of the boy's accounts for his final day.
- **Communications:** remove the parents from school mailing lists and the school app with effect from the final day.
- **Boarding (boarders only):** follow the Boarding Withdrawal Procedure.

Enrolment Register. The Academic Office maintains a live Enrolment Register listing every boy currently enrolled, every boy who has given notice of withdrawal and his final day. The register is the School's single record of enrolment. It is updated only by the Academic Office and may be viewed by

the School Executive and the operations team, including Finance, Admissions, Housemasters, Boarding, IT and Communications.

Step 6: The boy's final day

On the boy's final day of attendance:

- his school email account is deactivated and his access to Google Classroom and other school systems and resources is removed;
- his parents are removed from newsletters and general school correspondence, other than correspondence relating to his account or records; and
- the boy returns school property, including textbooks, library books, sports equipment and any devices on loan.

Families are encouraged to save any work or files the boy wishes to keep before his final day, as access cannot be restored afterwards.

Step 7: Records and reporting

The signed Withdrawal Form and Exit Interview Record are kept on the boy's file and handled in accordance with the Protection of Personal Information Act. Each term, the Senior Deputy Headmaster reports to the School Executive on the number of withdrawals and the main reasons given, so that recurring concerns can be identified and addressed.

5. Where an exit interview cannot take place

If parents are unable or unwilling to attend an exit interview within ten school days of their notice, the Senior Deputy Headmaster will confirm the withdrawal in writing, using the date of notice and the final day stated by the parents, and Steps 5 to 7 will follow. Parents will still be invited to share their reasons for leaving in writing.

6. Responsibilities

- **Parents or guardians:** give written notice to the Senior Deputy Headmaster and attend the exit interview.
- **Any staff member receiving notice:** do not accept the withdrawal; forward it to the Senior Deputy Headmaster within one school day and refer the parents to him.
- **Housemaster:** attend the exit interview and complete the Exit Interview Record.
- **Academic Office:** maintain the Enrolment Register and issue the Withdrawal Notification to all parties.

- **Senior Deputy Headmaster:** arrange and lead the exit interview, sign the Withdrawal Form, send it to the Academic Office and report termly to the School Executive.
- **Receiving departments:** complete their actions by the boy's final day.

7. Contact

Questions about this procedure may be directed to the boy's Housemaster or to the Office of the Senior Deputy Headmaster, Dr. J. Tee, at the School's main number, 011 614 1938/9.