

Important Information for Head Teachers, Safeguarding Leads and Chairs of Governing Body.

Changes Pupil Registration Regulations 2016

From September 1st 2016 The Education (Pupil Registration) (England) Regulations 2006 have been amended (see link below). The reason for the amendments are that the DfE wants to improve information sharing, to identify those children missing education (CME) or likely to become CME.

<http://www.legislation.gov.uk/ukxi/2016/792/contents/made>

You will be aware that under the previous legislation schools were required to notify their Local Authority (LA) when they deleted the name of a child from their school roll, when the pupil has;

- Pupil has been taken out of school by their parents and are being educated outside the school system
- Pupil ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Pupil has a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Pupil has been placed in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period;
- Pupil has been permanently excluded.

All schools (including independent schools) will now be required to undertake the following actions whenever a compulsory age pupil leaves a school at non standard transfer times before completing the school's final year or joins the school after the start of the first year

Examples of **standard transfer** points would be as follows:

In September (start of the school year): NC year 4 to NC year 5 (Transfer from Lower to Middle)

In September (start of the school year): NC Year 6 to Year 7 (Transfer from Primary to Secondary)

In September (start of the school year): NC Year 8 to NC year 9 (Transfer from Middle to Upper)

If a child starts or leaves outside the **standard transfer** points (listed above) the school would need to notify the LA.

Schools (outside transfer points) must:

1. **Inform their LA when they are about to delete a pupil's name from the admission register for the following reasons (in addition to those which they are currently required to (above in paragraph 2))**
 - Pupil stops attending a school named in a school attendance order
 - Pupil stops attending one school while registered at two schools
 - Pupil has not returned within 10 days after the expiry of a period of authorised absence and the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is (NB The school and LA will also now be required to work cooperatively in investigating)

- Pupil has been absent from school for 20 days (continuous) without authorisation and the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
 - Pupil has died
 - Pupil stops attending other types of school
 - Pupil who has been attending nursery doesn't continue to primary
 - Pupil leaves boarding school, fees unpaid
- 2 Record details of the pupil's residence, the name of the person with whom they will reside, the date from which they will reside there, telephone number and the name of the destination school (where they can reasonably obtain this information)**
 - 3 Inform their LA of the pupil's destination school and home address if the pupil is moving to a new school**

Schools are required to complete a 'Notification of Removal from School Roll' form (link below) each time they remove a pupil. This is now a **legal duty**. Forms will be returned if all mandatory information is not provided.

<https://www.centralbedfordshire.gov.uk/officeforms/RemovalFromSchoolRoll.ofml>

Please contact Andrew Copperwheat in the Access Inclusion Team for further information regarding the new regulations (andrew.copperwheat@centralbedfordshire.gov.uk).

Schools must now (outside transfer points)

When a child is newly registered

- 1) Provide information to their LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).**

Schools are now required to complete a spreadsheet which can be found on the link below

<http://www.centralbedfordshire.gov.uk/schools-portal/administration/inclusion/newly-registered-children.aspx>

Once completed this spreadsheet needs to be returned to the Learning Performance Team via Anycomms. (instructions can be found on the spreadsheet).

If you have any queries regarding the newly registered pupils, please contact Paula John by phone on 0300 300 6101 or email (paula.john@centralbedfordshire.gov.uk)

Please contact Andrew Copperwheat in the Access Inclusion Team for further information regarding the new regulations (andrew.copperwheat@centralbedfordshire.gov.uk).

The Government will monitor the impact of the Regulation changes and undertake a review before 1 September 2019. In particular, we will evaluate the extent to which the regulations are working as intended, and whether they have resulted in any unnecessary burdens.