

Removing Pupils From School Roll: Guidance for schools

July 2018

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Removing Pupils from School Roll - Guidance for Schools

Central Bedfordshire Council is committed to ensuring that all pupils who are removed from school roll are tracked into a new provision or referred to the relevant agency.

The guidance below outlines the best way for Schools and the Local Authority to work closely together to track these children and follow the procedures/ guidelines identified in this document to ensure all Safeguarding procedures are met.

1. Introduction

The contents and maintenance of the school roll is governed by the Education (Pupil Registration) (England) Regulations 2006 (Statutory Instrument 1751/1999) and can be viewed on the Office of Public Information website at www.legislation.gov.uk/uksi/2006/1751 or on the Department for Education (DfE) website at www.gov.uk/dfe The regulations took effect from 1 September 2006, and have had some amendments since then, most recently September 2016 - <http://www.legislation.gov.uk/uksi/2016/792/contents/made>

The Children Act 2004 placed a duty on local authorities to make arrangements to enable them to establish the identities of children residing in their area who are not receiving education. The purpose of this duty is to make sure that children missing from education are quickly identified and effective tracking systems are put in place to ensure that action is taken. Statutory guidance for local authorities can be found at www.gov.uk/government/publications/children-missing-education.

This document reflects the duties on Schools and Local Authorities, as set out in the Pupil Registration Regulations that came in to force in September 2006. Schools should note that a Head Teacher can be prosecuted for removing a child from roll without complying with the pupil registrations regulations (see Section 434(6) Education Act, 1996). <http://www.legislation.gov.uk/ukpga/1996/56/section/434>

Schools are particularly well placed to reduce the risk of children and young people going missing from education. This guidance is designed to ensure that pupils are only removed from a school's roll in accordance with the regulations, and that all appropriate actions are taken in managing the actual removal. **The most important element is to ensure that the school informs the local authority in a timely and agreed way.** This will ensure that any pupil leaving their establishment is monitored by the Children Missing Education (CME) Team.

Where a new provision is not established it will be the school's responsibility to complete a Child Missing Education referral. The local authority's CME systems will act as a safety net for children at the point of transitions.

When a pupil is removed from the school roll, the school **MUST** complete a 'Notification of Removal from School Roll' e-form other than at the end of a phase, and submit it to the Local Authority **within 5 days**. This includes new intake pupils that have been added to the roll but have never started at the school.

2. Reasons for Removing Pupils from Roll and Notification to the Local Authority

A school cannot legally remove compulsory school-age children from roll, even if a parent makes the request in writing, unless one of the following circumstances is met: (Deletions from Admission Register in The Education (Pupil Registration) (England) Regulations 2006)

The Education (Pupil Registration) (England) Regulations 2006 - Regulation 8

8.(1) The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

Pupil regulation	Wording on Off Roll Notification E-Form	Guidance	Action
(a)where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;	School Attendance Order Changed	The school named on a school attendance order has been changed or the order has been revoked.	<ul style="list-style-type: none"> The pupil should be removed from roll at the end of his/her expected final day. The pupil's information should be transferred to the new school on a CTF and sent via the s2s website. A Removal from Roll form must be completed and returned with 5 days
(b)except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;	Pupil registered at another school	Now on roll at another school	<ul style="list-style-type: none"> The pupil should be removed from roll at the end of his/her expected final day. The pupil's information should then be sent to the s2s website. A CTF should be uploaded to 'Outside maintained sector' i.e. MMM MMMM (or if it is a DfE establishment abroad the relevant DfE code should be used.)

			<ul style="list-style-type: none"> A Removal from Roll form must be completed and returned with 5 days
(c)where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;	Dual registration has ended – informed by main school	Was D code – now permanent pupil at subsidiary school	<ul style="list-style-type: none"> The pupil should be removed from roll on the day the move to full roll at the new school was agreed or the agreed date of both schools. Parents of the pupil have been made aware the pupil is no longer dual roll. The pupil's information should be transferred to the new school on a CTF and sent via the s2s website. A Removal from Roll form must be completed and returned with 5 days
(d)in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;	Elective Home Education	<p>Child has gone EHE – EHE referral submitted along with written evidence from Parent/carer as to the responsibility of the child's education</p> <p>If the child is attending a special school this must be agreed with the SEND team before removing the child to go EHE</p>	<p>On receipt of written notification from the parent/agreement of SEND:</p> <ul style="list-style-type: none"> An EHE referral form must be completed and returned immediately The pupil should be removed from roll at the end of his/her expected final day. The pupil's information should then be sent to the s2s website. A CTF should be uploaded to 'Outside Maintained Sector' i.e. MMM MMMM. A Removal from Roll form must be completed and returned with 5 days

<p>(e)except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;</p>	<p>Family moved and address is not a reasonable distance from the school</p>	<p>Reasonable Distance as agreed by LA using DfE Home to school travel & transport statutory guidance 2014 – Point 23. (this may differ for pupils with an EHCP) 6 miles</p> <p>All the below indicators MUST apply</p> <ul style="list-style-type: none"> - Moved address - Place offered at new school awaiting start date / confirmed school application with new LA in writing - Know where child/family is – new address provided - Regular contact with family and updates provided - No concerns that child is CME 	<ul style="list-style-type: none"> • The pupil should be removed from roll at the end of his/her expected final day. • The pupil's information should then be sent to the s2s website for the new school to collect. • A Removal from Roll form must be completed and returned with 5 days
<p>(f)in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that — (i)the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any</p>	<p>CME Officer Informed to remove</p>	<p>The pupil has not returned from an authorised holiday</p> <ul style="list-style-type: none"> - Failed to attend on first school day after the agreed absence has ended - You do not believe the child is sick or there is an unavoidable cause - BOTH school and LA has completed reasonable enquiries and failed to locate the child 	<ul style="list-style-type: none"> • The pupil should be removed from roll at the end of his/her expected final day. • School to have written to last known address advising child is now off school roll. • The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded to the 'Lost Pupil Database' i.e. XXX XXXX. • A Removal from Roll form must be completed with 5 days

unavoidable cause; and (iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;		<ul style="list-style-type: none"> - CME Referral submitted and Accepted by LA - CME Officer authorised removal from roll <p>*If there are any safeguarding concerns for the child's welfare a referral should be made to the social care hub on 0300 300 8585 immediately</p>	
(g) that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;	Child certified as not medically fit for school	Too unwell to attend – Agreed in writing by health professional – i.e. a Doctor or fully qualified psychiatrist This only applies where a child is going to be too unwell to return to school before they cease to be statutory school aged.	<ul style="list-style-type: none"> • The pupil should be removed from roll at the end of his/her expected final day. • Parents have been informed that the child is being removed from school roll. • The pupil's information should then be sent to the s2s website. • A Removal from Roll form must be completed and returned with 5 days
<p>(h) that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor 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</p> <p>(iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil</p>	CME Officer Informed to remove	<ul style="list-style-type: none"> - Absent with NO contact from family for minimum of 20 school days - All absence period was unauthorised - Do not believe child is sick or there is an unavoidable cause - BOTH school and LA have completed reasonable enquiries and failed to locate the child - CME referral Submitted and Accepted by LA - CME Officer as authorised removal from roll 	<ul style="list-style-type: none"> • The pupil should be removed from roll from the date it was agreed the pupil could not be located. • School have written to the last known address to inform removal from roll • The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded to the 'Lost Pupil Database' i.e. XXX XXXX. • A Removal from Roll form must be completed and returned within 5 days

is;		* This is not intended to allow pupils to be removed from roll for non-attendance. It only relates to pupils that genuinely cannot be located, and it is expected that there will be some evidence to suggest that the pupil or family are no longer in the Central Bedfordshire area	
(i)that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;	Custodial sentence over 4 months	In custody for more than 4 months with no reasonable thought that the child will return to the school when released. (The time when a pupil is in custody they will be receiving an education in a DFE registered provision, therefore a D code can be used)	<ul style="list-style-type: none"> • The pupil should be removed from roll from the last expected date of attendance. • The pupil's information should then be sent to the s2s website. A CTF should be uploaded to 'Outside maintained sector' i.e. MMM MMMM • A Removal from Roll form must be completed and returned to within 5 days
(j)that the pupil has died;	Pupil has died	Confirmed death of a pupil. Please follow the policy and procedures on the Central Bedfordshire LSCB Website (see link in contact information)	<ul style="list-style-type: none"> • The pupil should be removed from roll using the date of death. • No CTF upload is required. • A Removal from Roll form must be completed and returned with 5 days.
(k)that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;	No longer compulsory school aged	Over compulsory school aged on the next school day i.e. Pupils in year 11 who have completed statutory education should be removed from roll on the last Friday in June, unless the pupil is staying on for sixth form, in which case they should not be removed from roll.	<ul style="list-style-type: none"> • A Removal from Roll form or CTF's is not required for these pupils

(l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;	Ceased to attend independent school	Stopped attending an independent school	<ul style="list-style-type: none"> Although it is not compulsory it is good practice for the pupil's information to be transferred to the new school on a CTF and sent via the s2s website. And a Removal from Roll form be completed and returned with 5 days
(m) that he has been permanently excluded from the school; or	Pupil Permanently excluded	Permanently excluded and no change from appeal. However, schools must have authorisation from LA that child can be removed	<ul style="list-style-type: none"> The pupil should be removed from roll using the school day following the conclusion of the appeals process as the removal from roll date. If no appeal is logged within 15 school days of the Governors decision to uphold the exclusion then the pupil can be removed on the 16th school day following their decision. The pupil's information should be transferred to the new education provider on a CTF file and sent via the s2s website. A Removal from Roll form must be completed and returned with 5 days
(n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.	Pupil has not transferred from nursery	If a child attended the school nursery but then goes to another lower/primary school	Although it is not a legal requirement to upload a CTF for children who have not reached compulsory school age (the start of the school term following their fifth birthday), it is good practice to do so and to complete and return a Removal from roll form.

(2) In a case not covered by paragraph (1)(a), (j) or (m), the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

- Cannot remove a pupil from the roll of a special school without LA permission.

(3) The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register—

- (a) that he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school;
- (b) that he has been continuously absent from the school for a period of not less than twenty school days and —
 - (i) at no time was his absence during that period agreed by the proprietor;
 - (ii) the proprietor 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
 - (iii) the proprietor of the school has failed, after reasonable enquiry, to ascertain where the pupil is;
- (c) that the pupil has died;
- (d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher, class at the school; or
- (e) that he has been permanently excluded from the school.

- School can remove a non-statutory pupil if – the child is not sick / has been unauthorised absent for 20+ days and school have tried to locate / not attending that school after nursery/ permanently excluded. If you have concerns that do not meet the threshold for children's social care please complete your CME Officer

(4) For the purposes of this regulation—

- (a) a pupil shall be treated as ordinarily residing at a place where the pupil is habitually and normally resident apart from temporary or occasional absences;
- (b) “reception class” means a class in which education is provided which is suitable to the requirements of pupils aged five and any pupils under or over that age whom it is expedient to educate together with pupils of that age;
- (c) children are to be regarded as having been admitted to a school to receive nursery education if they were placed on admission in a nursery class;
- (d) the permanent exclusion of a pupil from a maintained school does not take effect until the proprietor has discharged its duties under regulations made under section 52 of the Education Act 2002(1), and—
 - (i) the relevant person has stated in writing that he does not intend to bring an appeal under those regulations;
 - (ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or
 - (iii) an appeal brought within that time has been determined or abandoned;
- (e) the permanent exclusion of a pupil from an Academy, a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the Education Act 1996(2) and
 - (i) the relevant person has stated in writing that he does not intend to bring an appeal;
 - (ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or
 - (iii) an appeal brought within that time has been determined or abandoned.

3. Removing New Intake Pupils from Roll

Schools are required to put all pupils on their roll who have been offered a place at the school (including nursery) on the first day of term.

This is ALL the pupils who are on the schools offer list, regardless of whether the status states offered or accepted.

*After the first day of term new intake pupils **MUST NOT** be deleted from roll until you have discussed the case with the CME Team AND only where the child has been confirmed as attending a different school*

When the pupil's parent has notified the school with the name and address of the new school or early education provider the school can remove the pupil from roll once they have confirmed with the new provision.

Where a pupil fails to attend the school on the expected day, and the school do not know where the pupil is, both the school and the local authority must try to trace the pupil before the removal is made (CME Procedures should be followed).

4. Nursery age children.

The regulations set out in this guidance are aimed at children of compulsory school age. As good practice and to ensure a high level of safeguarding, schools should also follow the guidance with regard to nursery children.

For nursery pupils that leave at the end of the summer term and have not been offered a place in the school's reception class, a Removal from Roll form is required and the school should send a CTF to the pupil's new school.

5. Statutory transfer of data

Whenever a pupil leaves a school, there is a duty on the school to transfer the information about the pupil to their new school. This transfer of information is in the form of a Common Transfer File (CTF) and should be transferred using the School to School (s2s) website.

6. Children with special needs

The reasons and actions in section 2 apply for pupils who have a statement of special educational needs, however a school must not remove a pupil with a statement of SEN or Education Health and Care Plan from roll without permission from the relevant local authority or a directive to do so from the Secretary of State unless the pupil:

- has died; or
- been excluded.

Any other removal from roll of a child with a statement of SEN or Education Health and Care Plan without permission of the local authority is unlawful.

7. Contact Information

Children Missing Education Team

Email: CME@centralbedfordshire.gov.uk

Tel: Dunstable / Houghton Regis / Mid Beds: 0300 300 6479

Leighton Buzzard / Ivel Valley: 0300 300 6220

Exclusions

Email: Amber.reynolds@centralbedfordshire.gov.uk

Tel: 0300 300 6924

Elective Home Education Team

Email: EHE@centralbedfordshire.gov.uk

Tel: Dunstable / Houghton Regis / Mid Beds: 0300 300 6479

Leighton Buzzard / Ivel Valley: 0300 300 6220

Social Services Access & Referral Hub

Tel: Mon- Fri: 0300 300 8585

Out of Hours: 0300 300 8123

E-Form Links

Notification of Off Roll:

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

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

EHE:

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

Notification of child deaths:

http://bedfordscb.proceduresonline.com/pdfs/ch_death_ov_arrange.pdf?zoom_highlight=c&dop#search=%22cdop%22

Appendix A

Notifying the LA that a child has been removed from school roll 'in year'



Appendix B

Frequently Asked Questions

A child is leaving my school and moving abroad, what do I need to record?

The school should request in writing from parents, the details of their new address and name of school.

The school should have sufficient contact details other than just parent's phone numbers, such as emergency contact details, e-mail addresses or work contacts etc.

We would ask school to make every effort to confirm the young person's attendance at their new school, however as a minimum we require a new address, parents contact details including email address and full school name and address.

A school **cannot** remove from roll if the only information they have is that the family have 'moved abroad'. A Notification of Removal from Roll' received with just this information will be returned. When the school has completed a **reasonable investigation**, and are unable to confirm these details, then a Children Missing Education Referral should be completed. The CME/EHE Officer will then advise the school when the child can be removed from roll.

If there are safeguarding concerns then the school should immediately refer these into the Childrens Services Hub 0300 300 8585

If there are no safeguarding concerns and school have the above information then the yellow pupil file should remain with the UK school. A copy of the most recent reports would be provided to parents to give to the new school.

When can I remove a child from a school roll following a CME Referral?

Schools **must not** remove a child from the school roll until their new school is confirmed or confirmation is received from CME/EHE Officer that the child/young person is known to another local authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

What should I do if I do not have the family's new address when completing the 'notification of off roll form'?

The statutory guidance requires the school to obtain the full new address from the parent before removing from roll. If you are aware of the new school the child is attending but cannot contact the parents then contact the new school to confirm the address and then complete the removal from roll form. If this is not possible the pupil should remain on roll and a CME referral form completed.

What should I do if I am unsure if the child has started at their new school?

Schools should not remove a child from Roll until they have confirmed with the new school that they have started. Off Roll forms without this confirmation will not be accepted (unless

advised by the CME officer). Off roll forms that are submitted with a future start date at a new school will not be accepted and returned.

What should I do if a Parent has said they wish to choose Elective Home Education (EHE)?

Schools should not remove a child from roll to go EHE without the parent providing written confirmation that they are taking responsibility for their child's education. A copy of this letter must be placed on the learners file and a copy attached the EHE referral form. An EHE referral must be submitted to the Access & Inclusion Service no later than the date of the removal from roll (it will not be accepted without this). If the EHE Referral is not accepted due to incorrect evidence from a parent you may be asked to place the child back on roll.

DO NOT remove from your roll if child has an EHCP and has been placed at a Special School without confirmation from the SEND Team that this has been approved.

Quick Check

A family indicate they are moving abroad

A School must request and record details/evidence of the family's new address and school. You can't remove from your roll without this. If school is unable to ascertain this information then a CME referral should be made to the CME/EHE Officer. The child must stay on roll

A child is moving out of the Local Authority area

A school must request the family's new address and details of the school applied

for/attending. The new school should contact you, if not then you will need to contact the new school to confirm that the child is now on their roll. If you are unable to ascertain this information, then a CME referral should be made to the CME/EHE Officer. The child must stay on roll.

Child does not arrive on first expected day of attendance.

Admission following normal transition

If a child has been allocated a place at your school/academy through the normal transition process but they do not arrive at school on the first day of term, then you will need to follow your normal absence procedures. The child must continue to be placed/stay on roll.

In-year Admissions

If a child/young person has made an application to transfer school/academy during the year (and outside of the normal intake process), the leaving school must keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll. The leaving school must follow their own absence procedures.

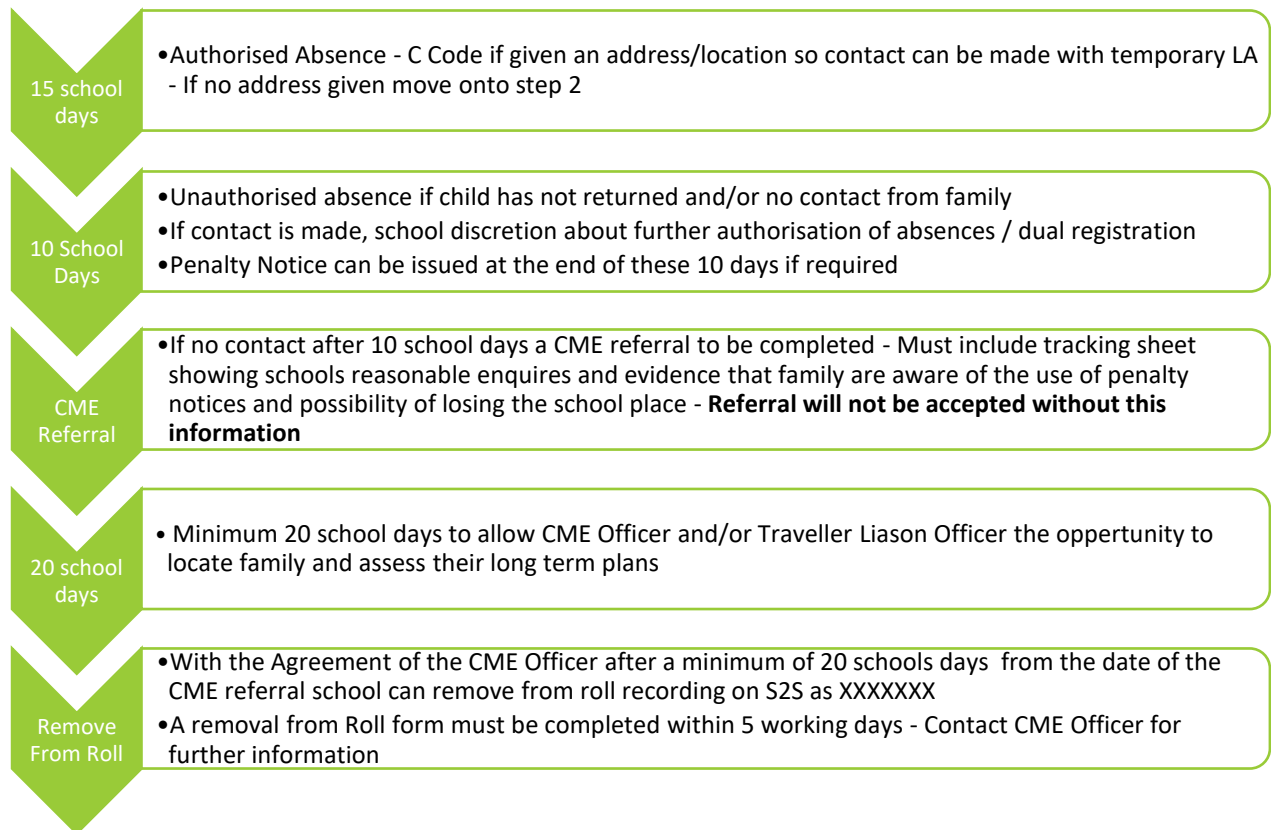
Non-Statutory Children

Even if a child is non-statutory school age schools still have a duty to inform Central Bedfordshire Council via an Off Roll form if they leave during a non-standard transition.

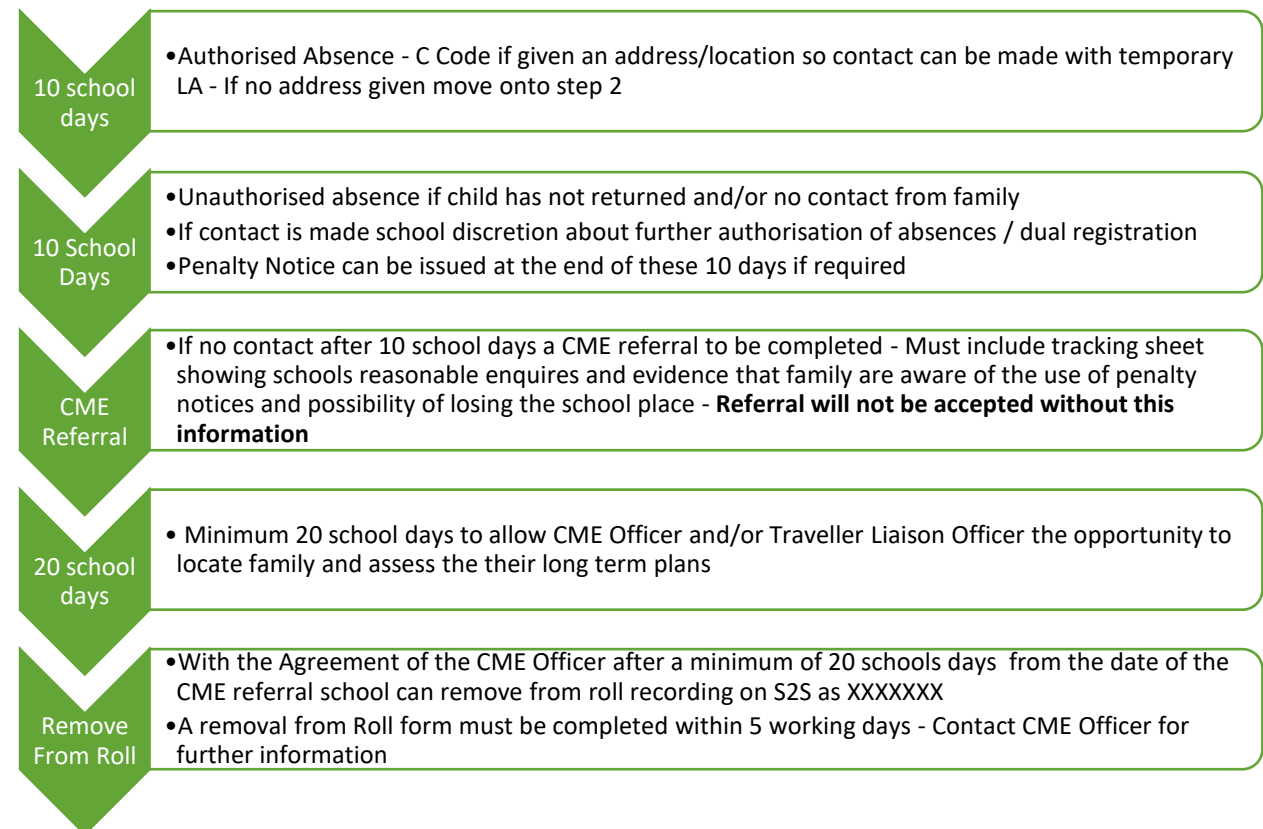
Appendix C

Traveller Pupil Off Roll Guidance

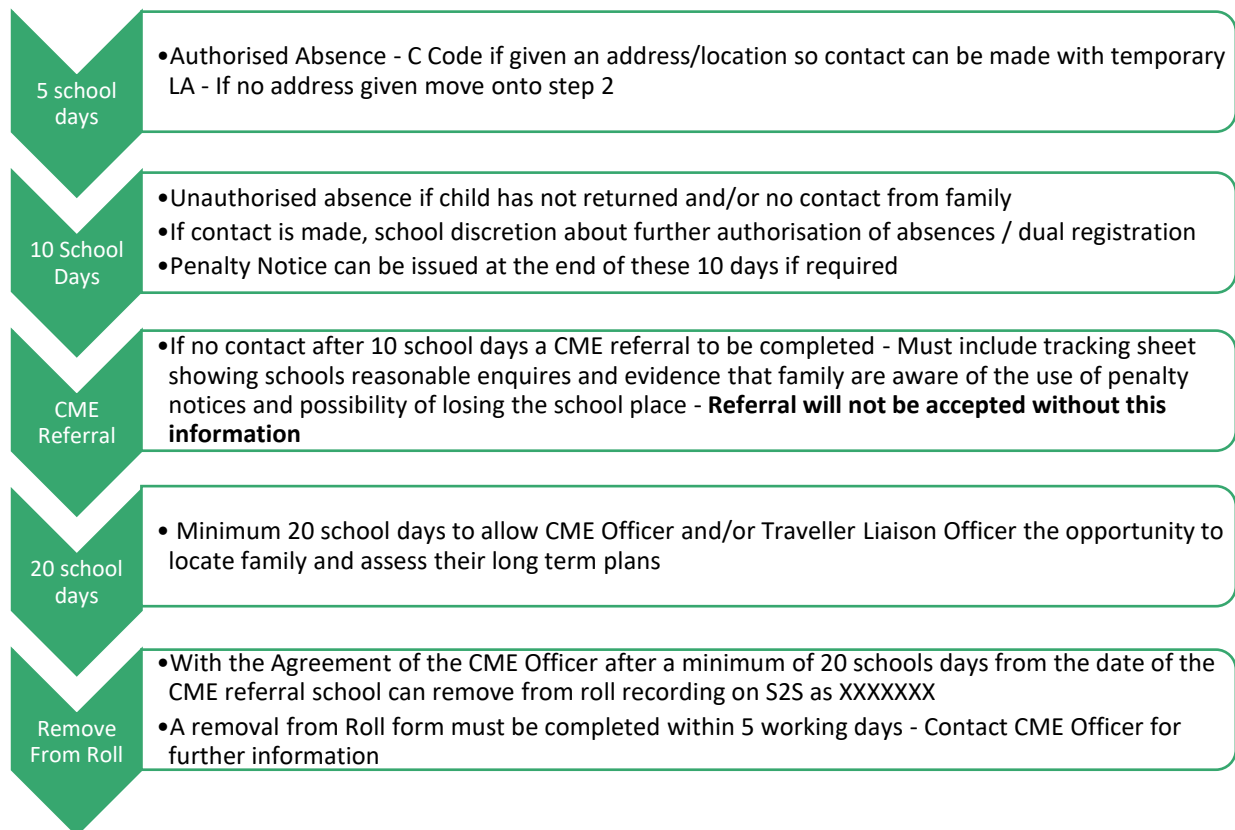
Visiting a sick Relative / Funeral



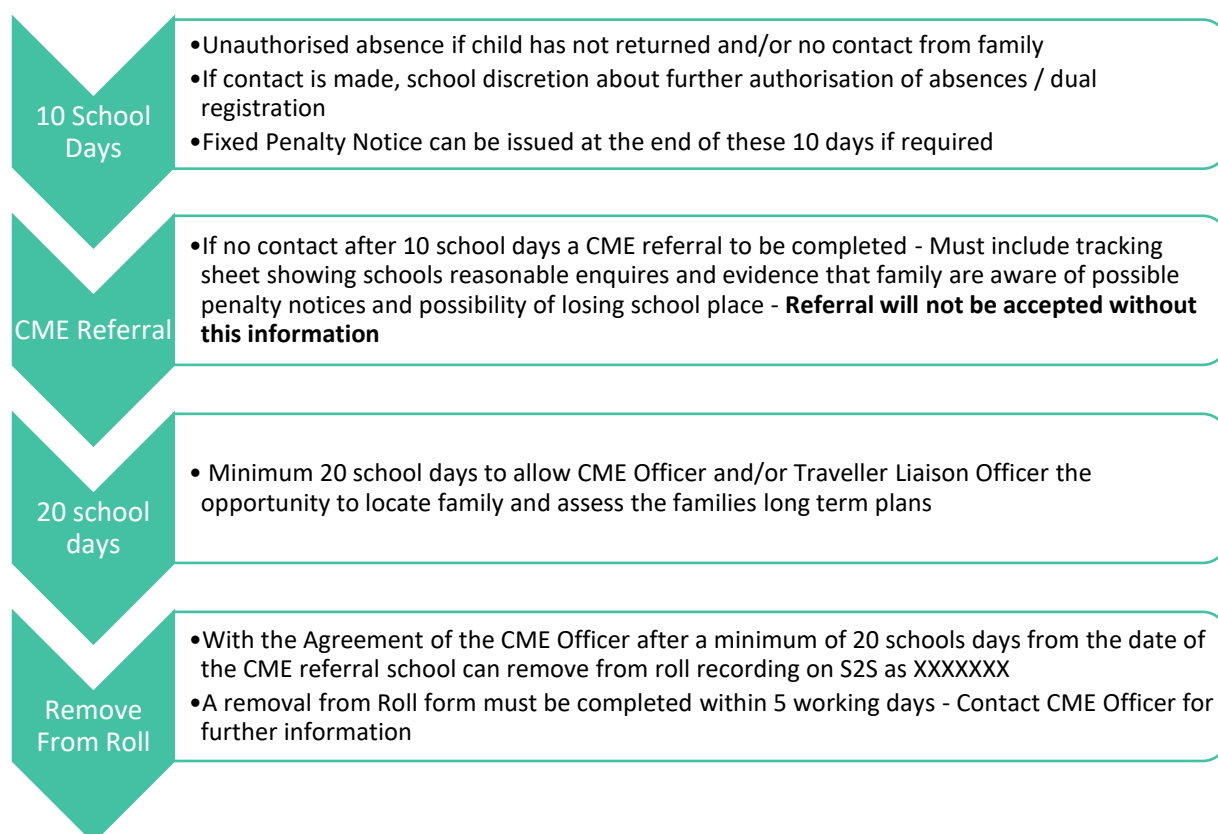
Weddings



Fairs & Religious Events



Disappearance / Leaving with no contact



- A Penalty Notice may be completed during the 10 days unauthorised absence before a CME referral is submitted if required by the school
- If a family have told the school that they are travelling they **must be** kept on the school roll if they have given an expected return date. If the family do not know a return date the school must provide them with one (40 school days). If the family fail to return on the expected date and do not make contact on the expected date to update the school on a new return date then 'Disappearance/Leaving with No contact' procedure to be followed.
- For a CME referral to be accepted schools must include the tracking sheet to show all reasonable enquires undertaken and evidence (such as signed copy of a letter by parent/conformation by traveller education) that the parent is aware and fully understand that if they fail to keep in regular contact with school that their child may lose their school place.
- Any questions please contact CME Officer

Appendix D

Child Moving Abroad



Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk
Call: 0300 300 6479 / 6220
Email: access.inclusion@centralbedfordshire.gov.uk
Write to: Central Bedfordshire Council,
Priory House, Monks Walk, Chicksands,
Shefford, Bedfordshire, SG17 5TQ