

## Removing pupils from roll : guidance summary for schools (For all pupils except those above compulsory school age)

Appendix B

Reason	Criteria	School action	Local authority action
4.1 School name on an attendance order replaced or revoked	Formal notification received from local authority	<ul style="list-style-type: none"> <li>Remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using DfE number for new school.</li> <li>Removal from Roll form completed.</li> </ul>	Child tracked into new provision.
4.2 Pupil has transferred to an alternative school	Notification has been received from parents/carers of new school and address.	<ul style="list-style-type: none"> <li>Remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using DfE number for new school if in England and Wales or MMM MMMM as destination if outside England and Wales.</li> <li>Removal from Roll form returned completed (not required for pupils leaving at normal point of transfer).</li> </ul>	Pupil Tracking to ensure child has started at new school.
4.3 Pupil has been withdrawn from the roll by parent/carers and will be Educated Otherwise	Parents/carers have formally notified school of their intention to educate the child at home (Elective Home Education).	<ul style="list-style-type: none"> <li>A copy of the letter from parents should be sent to Council (for Solihull residents this is Natasha Cooke in the Elective Home Education team)</li> <li>Remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using MMM MMMM as destination.</li> <li>Removal from Roll form completed.</li> </ul>	Pupil Tracking to ensure child has registered with EHE.
4.4 Pupil is known to have moved home address but with new school placement unknown	Notification of move received from parents/carers but no information about new school place.	<ul style="list-style-type: none"> <li>School have informed EWS if distance is relatively local, pupil should not be removed from roll.</li> <li>If distance is unreasonable remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using XXX XXXX if in England and Wales or MMM MMMM as destination if outside England and Wales.</li> <li>Removal from Roll form returned to Pupil Tracking.</li> </ul>	If in England and Wales child recorded on CME list. CME Officer to track child into new provision and/or pass details onto EWS in relevant area.
4.5 Pupil has failed to return from previously authorised extended leave	Pupil was granted extended leave of absence and has failed to return after the agreed date for return. No reasonable explanation has been received. 'All reasonable enquiries' to ascertain pupil's whereabouts made.	<ul style="list-style-type: none"> <li>School has informed EWS of unauthorised absence and EWS has confirmed with school that they have also made 'all reasonable enquiries' about the pupil's whereabouts.</li> <li>Remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using XXX XXXX as destination.</li> <li>Removal from Roll form completed.</li> </ul>	Child recorded on CME list. CME Officer to contact national agencies and/or pass details onto EWS in relevant area (when known).
4.6 Pupil is medically unfit for school and will remain so until after his/her official school leaving date	School have received formal certification of diagnosis and prognosis from the School Health Officer or pupil's hospital consultant and parents agreement.	<ul style="list-style-type: none"> <li>Alternative provision identified (e.g. Triple Crown).</li> <li>Remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using DfE number for new provision.</li> <li>Removal from Roll form completed.</li> </ul>	Pupil Tracking to ensure child has started at new provision.
4.7 Pupils' whereabouts unknown	Pupil has been absent from school for 20 continuous days or more and school has made 'all reasonable enquiries' to ascertain pupil's whereabouts.	<ul style="list-style-type: none"> <li>School has informed LA (EWS) after 5 continuous days of unauthorised absence and EWS has confirmed with school that they have also made all reasonable enquiries.</li> <li>Remove pupil from roll from the date it was agreed the pupil could not be located.</li> <li>CTF should be uploaded using the destination code XXX XXXX.</li> <li>Removal from Roll form completed.</li> </ul>	Child recorded on CME list. CME Officer to contact national agencies and/or pass details onto EWS in relevant area (when known).
4.8 Pupil has been given a custodial sentence greater than 4 months	Formal notification received from YOT.	<ul style="list-style-type: none"> <li>Remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using the destination code XXX XXXX.</li> <li>Removal from Roll form completed.</li> </ul>	Child recorded on CME list. No further action until YOT notified of planned release date.
4.9 Pupil has died	Formal notification received.	<ul style="list-style-type: none"> <li>The Child Death Review Manager for Solihull, Coventry and Warwickshire should be contacted on 01926 742279 to ensure the death has officially been reported</li> <li>If the school has not had any contact from the council they should ring Education Welfare immediately.</li> <li>A Removal from Roll form completed.</li> <li>The pupil should be removed from roll using the date of death.</li> </ul>	Central database amended.
4.10 Pupil has completed compulsory school age	The last Friday in June has passed for year 11's that have not been offered a place in the school sixth form.	<ul style="list-style-type: none"> <li>No CTF or removal from roll form required.</li> </ul>	No further action.
4.11 Pupil has been permanently excluded	Exclusion has been approved by governors and time period for appeal has expired or independent appeal not upheld.	<ul style="list-style-type: none"> <li>LA Exclusions Officer informed.</li> <li>CTF uploaded to S2S using DfE number for new provision.</li> <li>Removal from Roll form completed.</li> </ul>	Pupil Tracking to ensure child has started at new provision.