

## Removal from school roll

### Notification to the local authority of the removal of a pupil from the school roll

<b>Child name</b>		<b>Date of birth</b>	
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Please use one form per child

<b>Last known address</b>	<b>New address</b>

<b>Destination school name</b>	
<b>Destination school phone number</b>	
<b>Date of last attendance</b>	
<b>Date of leaving (as entered on school system eg SIMS)</b>	
<b>Date CTF was uploaded to S2S</b>	
<b>Date EWO informed, if applicable (i.e If destination Unknown)</b>	
<b>Further information about child's whereabouts, if applicable (i.e If destination Unknown)</b>	

<b>The pupil has been removed from the school roll as he/she meets the criteria for the reason number (see summary in Guidance for Schools)</b>										
4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	4.10	4.11

<b>I confirm that all specified school actions have been undertaken</b>			
<b>Your school</b>			
<b>Your name</b>			
<b>Position</b>		<b>Date</b>	

**Please return this form to:**

**Pupil Tracking**

Education and Children's Services Directorate  
 P O Box 20  
 Council House  
 Solihull  
 B91 9QU

Phone: 0121 704 6735

Fax: 0121 704 6653

Email: [childrenmissingeducation@solihull.gov.uk](mailto:childrenmissingeducation@solihull.gov.uk)