



Removing Pupils from Roll: Guidance for Schools

September 2011 v3.2

Contents

1	Introduction	3
2	Notification to the local authority that a pupil is being removed from the school roll	3
3	Statutory transfer of data	3
4	Circumstances where a pupil can be removed from the roll of a school	4
4.1	School attendance order	4
4.2	Pupil transfers to an alternative school	4
	o Within England and Wales	4
	o Moving outside England and Wales	4
4.3	Pupil has been withdrawn from the roll by parents/carers and will be educated otherwise	5
4.4	Pupil is known to have moved home address but the new school placement is unknown	6
	o Moving within England and Wales	6
	o Moving outside England and Wales	6
4.5	Pupil has failed to return from previously authorised extended leave	6
4.6	A pupil is medically unfit and will remain so until after his/her official leaving date	7
4.7	Pupil's whereabouts are unknown	7
4.8	A pupil is in custody	8
4.9	A pupil has died	8
4.10	Completion of compulsory school age	9
4.11	Pupil has been permanently excluded	9
5	New intake pupils	9
6	Nursery age children	10
7	Children with special needs	10
8	Contact Information	10
	Appendix A - Removal from Roll form	
	Appendix B - Guidance summary for schools	
	Appendix C - Education Welfare referral form	

Removing pupils from roll: guidance for schools

1 Introduction

The contents and maintenance of the 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.opsi.gov.uk/legislation or on the Department for Education (DfE) website at <http://www.education.gov.uk>. The regulations took effect from 1 September 2006, amended July 2010 (1725/2010). The statutory guidance on applying these regulations, also first published in September 2006, was updated in June 2008.

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. (See statutory guidance for local authorities in England to identify children not receiving a suitable education, Jan 2009).

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 Pupil Tracking into their new provision. Where new provision is not established the pupil will be placed on the Children Missing Education (CME) list. The local authority pupil tracking and CME systems will act as a safety net for children at the point of transitions.

2 Notification to the local authority that a pupil is being removed from the school roll

Schools should inform the local authority as soon as possible when a pupil leaves school or suspect that a pupil is not intending to return.

When a pupil is removed from the school roll the school **must** complete a Removal from Roll form other than at end of phase. This includes new intake pupils that have been added to the school roll but never been seen in the school.

The form is attached as Appendix A. An electronic copy is available as an attachment at <http://www.solihull.gov.uk/schools/15544.htm> or on the extranet.

The Removal from Roll form must be returned to Pupil Tracking who will liaise with the pupils' new home-authority and track the pupil until attendance in a new provision is confirmed or where appropriate, refer the pupil to the CME Officer.

3 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; or where the new school is not known, the information should be transferred to the Lost Pupils Database. 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.

Information including references to the legislation and general guidance on uploading CTF's via the s2s website can be found on the DfE website at www.education.gov.uk.

In Solihull, schools using the SIMS system supported by the local authority can access user guidance which includes the uploading of CTF's at www.solihull.gov.uk.

Other MIS suppliers will provide their own guidance on how to produce CTF's.

4 Circumstances where a pupil can be removed from the roll of a school

A school can not 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:

4.1 School attendance order

If the pupil has a school attendance order a school can only remove the pupil from the roll if a school attendance order is revoked or the school named in the order is changed.

- 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 to Pupil Tracking at the local authority as early as possible.

4.2 Pupil transfers to an alternative school

○ Within England and Wales

When the pupil's parent has notified the school with the name and address of the new school:

- 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 to Pupil Tracking at the local authority as early as possible.

The only time a Removal from Roll form is not required is if the pupil is transferring to a new school at a normal phase transfer (i.e. nursery to reception, infant to junior, junior to secondary).

○ Moving outside England and Wales

When the pupil's parent has notified the school with the name and address of the new school:

- 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 using the destination code MMM MMMM. Or if it is a DfE establishment abroad the relevant DfE code should be used.
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.

Note: Do not send the CTF to the 'Overseas establishments' (codes beginning with 702 ****) unless the family are serving in the forces overseas and the pupil has moved to a forces school.

If a school has any concerns regarding a family's intended move abroad, for example with regard to child trafficking or forced marriage, they should be reported to the Education Welfare Service immediately.

4.3 Pupil has been withdrawn from the roll by parents/carers and will be educated otherwise

Under section 7 of the Education Act 1996, (www.opsi.gov.uk/legislation), parents have the right to educate their children outside the school system. Where this happens, the child's name will not appear on a school roll. The local authority where the pupil lives has a responsibility for providing the appropriate help and support to parents in their efforts to educate their pupil. They are not currently expected to provide financial support to home educators but must ensure that the pupil is receiving a suitable, efficient full-time education. This monitoring role is currently undertaken by the by the Elective Home Education Team (please contact Judith Anstiss in the Elective Home Education Team on 0121 704 6438).

Schools must not seek to persuade parents to educate their children at home as a way of avoiding the school excluding the pupil or because the pupil has a poor attendance record.

Where a pupil's parents express an interest, or desire, to educate their pupil at home, schools should provide parents with an information pack and encourage them to register with the Elective Home Education Team before a final decision is made. This pack is available from the Elective Home Education Team (please contact Natasha Cooke in the Elective Home Education Team on 0121 704 8536). Schools should also advise parents that they must notify the school in writing if they decide to withdraw their children and educate them at home.

Where a parent is known to be considering removing their pupil to educate them at home, school should alert Education Welfare via a referral form (Appendix C), so that additional support can be offered if necessary. Schools should pass the information to their local authority when they receive verbal notification rather than wait for the written confirmation.

On receipt of written notification:

- A copy of the letter from parents should be sent to Natasha Cooke in the Elective Home Education team in School Improvement and Advisory Service.
- 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 using the destination code MMM MMMM.
- A Removal from Roll form must be completed and returned to Pupil Tracking.

4.4 Pupil is known to have moved home address but the new school placement is unknown

○ Moving within England and Wales

If a pupil is relocating, but does not have a new school place it cases where the house move is relatively local, it may be possible for the pupil to remain at the school. In these cases schools should discuss the situation with their Education Welfare Officer.

If the distance to the pupils current school is deemed unreasonable:

- 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 Lost Pupil Database via the s2s website. A CTF should be uploaded using the destination code XXX XXXX.
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible with as much information about possible whereabouts.

○ Moving outside England and Wales

If a pupil is relocating outside of England and Wales and their new school is not known:

- 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 the s2s website using the destination code MMM MMMM.
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.

If a school has any concerns regarding a family's intended move abroad, for example with regard to child trafficking or forced marriage, they should be reported to the Education Welfare Service immediately.

Note: If at any point the school becomes aware of the pupils new school this information should be passed to the pupil tracking officer immediately to avoid unnecessary enquiries.

4.5 Pupil has failed to return from previously authorised extended leave

Schools can only remove pupils who fail to return from extended leave after an additional 10 school days following the agreed date for return. However, the school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness.

If the school is unable to contact the parents or has any concerns about the pupil and his/her welfare, it should seek assistance immediately from Education Welfare.

If the pupil has a good reason to be absent he/she should be marked "authorised

Absence” using the relevant attendance code. The pupil should not be removed from roll even if in the school’s view, the pupil does not have a good reason. In this case the school should make a referral to the Education Welfare Officer.

If the school has made all reasonable enquiries as to their whereabouts and the Education Welfare Officer for the school confirms that they cannot be found:

- 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 Lost Pupil Database via the s2s website. A CTF should be uploaded using the destination code XXX XXXX.
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.

4.6 A pupil is medically unfit and will remain so until after his/her official leaving date

Schools can only remove a pupil from the school roll on medical grounds if there is substantial medical evidence to indicate that the pupil is too ill to attend school and is unlikely to be well enough to return to school before completing his/her compulsory education. This must be undertaken in consultation with the School’s Medical Officer and the parents.

These removals are not mandatory and schools should try to work with the local authority and other agencies to support the pupil’s education through, for example, alternative provision dual registration at specialist schools and home tuition. In most cases these children will be dual-rolled with Triple Crown Pupil Referral Unit.

- The pupil should be removed from roll at the end of his/her expected final day.
- The pupil’s information should be sent via s2s. A CTF should be uploaded using the destination code of the new education provider (for Triple Crown Centre this is 334 1102).
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.

4.7 Pupil’s whereabouts are unknown

Schools are allowed to remove a pupil from the school roll where the following two conditions are both met;

- the pupil has been absent from school for 20 continuous school days or more without explanation
- and
- the school has made all reasonable enquiries as to their whereabouts and the Education Welfare Officer for the school confirms that they cannot be found.

Both the school and the local authority must try to trace the pupil before the removal is made. Schools should make a referral to their Education Welfare Officer within 5 days unexplained absence, unless there are concerns about the pupil’s well-being, in which case the referral should be made earlier. The pupil must remain on the school roll until all reasonable enquiries are completed even if this means that the pupil will amass more than 20 days absence.

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 has moved to another area.

Once the Education Welfare Officer agrees with the school that the pupil's whereabouts cannot be established and more than 20 continuous days absence have elapsed:

- The pupil should be removed from roll from the date it was agreed the pupil could not be located.
- The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded using the destination code XXX XXXX.
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.

4.8 A pupil is in custody

Schools are permitted to remove a pupil from roll who is serving a custodial sentence of 4 months or longer but should only do so in consultation with the Youth Offending Team (YOT).

- The pupil should be removed from roll from the last expected date of attendance.
- The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded using the destination code XXX XXXX.
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.

Children who are detained purely for medical reasons, e.g. under mental health legislation, should not be treated or regarded as children who are in custody. They must be treated in the same way as other children who are unable to attend school for medical reasons (see 4.6).

Schools cannot remove pupils from roll who are in custody awaiting their trial, i.e. "on remand". Nor can they remove a pupil who is serving a custodial sentence of less than 4 months.

4.9 A pupil has died

A pupil who has died can only be removed from the roll when the school receives official notification of the death. This would normally come from the pupil's parents but it is possible that the notification comes from another source, such as relatives or the police.

- The Child Death Review Manager for Solihull, Coventry and Warwickshire should be contacted on 01926 742279 to ensure the death has officially been reported.
- If the school has not had any contact from the council they should ring Education Welfare immediately. This may mean that the Solihull Local Authority does not know about the incident.
- The pupil should be removed from roll using the date of death.

- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.
- No CTF upload is required.

4.10 Pupil has completed compulsory school age

Pupils in year 11 who complete 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.

No Removal from Roll form or CTF's are required for these pupils.

4.11 Pupil has been permanently excluded

The school must inform the local authority exclusions officer of the permanent exclusion on the day of the exclusion. No removal from roll can be made until the conclusion of any appeal process.

Once the process is concluded and if the decision is that the exclusion still stands:

- 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 the pupil can be removed on the 16th school day following the exclusion.
- 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 to Pupil Tracking at the local authority as early as possible.

5 New intake pupils

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 (unless an alternative date has been arranged with parents).

After the first day of term pupils must not be deleted from roll.

When the pupil's parent has notified the school with the name and address of the new school or early education provider:

- The pupil should be removed from roll at it was established they were attending elsewhere.
- If of benefit to the new establishment, the pupil's information should be transferred on a CTF file and sent via the s2s website.
- A Removal from Roll form must be completed and returned to Pupil Tracking at the local authority as early as possible.

The school should contact the new school to request information on actual attendance. Any present session should be marked as code D and any absence with the same absence code used by the new school.

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. Schools should make a referral to their Education

Welfare Officer within 5 days unexplained absence, unless there are concerns about the pupil's well-being, in which case the referral should be made earlier they should follow the process set out in 3.7 above. However it is recommended that schools should not wait for the 20 days before investigating the absence. Assistance is available from the school's Education Welfare Officer.

In all cases a Removal from Roll form should be filled in when a pupil is end dated in the schools system.

6 Nursery age children

The regulations set out above are aimed at children of compulsory school age. As a safeguard schools should follow the advice set out above with regard to nursery children also. A Removal from Roll form must be completed using the criteria set out above.

The only exception is for nursery pupils that leave at the end of the summer term and have not been offered a place in the schools reception class. In this instance a Removal from Roll form is not required; however the school should send a CTF to the pupil's new school.

7 Children with special needs

The reasons and actions in section 4 apply for pupils who have a statement of special educational needs, however a school must not remove a pupils 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 without permission of the local authority is unlawful.

8 Contact Information

Pupil Tracking

Solihull MBC
P.O.Box 20
Council House
Solihull
B91 9QU

Email: childrenmissingeducation@solihull.gov.uk
Tel: 0121 704 6735

Children Missing Education

Solihull MBC
P.O.Box 20
Council House
Solihull
B91 9QU

Email: childrenmissingeducation@solihull.gov.uk
Tel: 0121 704 6663

Education Welfare Service

Email: educationwelfare@solihull.gov.uk

Tel: 0121 788 1505

For any comments, queries or concerns relating to this guidance please contact:

Michele Sadler

Lead Officer for Children Missing Education

Tel: 0121 704 6651

Email: msadler@solihull.gov.uk

Or

Steve Martin

Chief Education Welfare Officer

Tel: 0121 788 1505

Email: smartin@solihull.gov.uk