


# Children's Services Integrated Services for Learning

## Guidance for schools and academies on removing pupils from the admissions roll

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## Introduction

Hertfordshire County Council is committed to the safeguarding of all pupils. Pupils who are removed from roll inappropriately may become 'children missing from education'. This guidance sets out the responsibilities of **all** Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support Centres and Independent Schools, as they relate to the removal of pupils from roll. They are all required to notify the Local Authority when removing a pupil from roll.

Section 436A of the Education Act 1996 (as amended by the Education and Inspections Act 2006) places a duty on Local Authorities to establish the identity of children in their area who are not receiving education. The purpose of this duty is to ensure that children missing from education (CME) are identified quickly and tracked effectively so appropriate actions can be taken.

There are strict rules as to when schools/academies may delete pupils from their admissions register. This guidance is intended to safeguard pupils and ensure that they are removed only in accordance with the regulations. The circumstances in which a pupil may be removed from roll are explained in **Regulation 8 of the Education (Pupil Registration) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2011** [www.education.gov.uk](http://www.education.gov.uk)

## Responsibility of Schools/Academies

### Notification to the Local Authority that a pupil is being removed from roll

Regulation 12(3) states that when a school/academy has decided to remove a pupil from their admission roll they must notify their Local Authority. It is important to notify the Local Authority promptly so that any follow up action can be undertaken quickly. This reduces the risk of a pupil becoming a 'child missing from education'. It is not appropriate to wait until the end of a term for example and then notify the Local Authority of pupils who have been removed from roll during the term.

Schools/Academies should complete the **Removal from Roll form (copy at the end of this document)** and return it to their local double district Attendance Team within 5 school days of the date of removal from roll. This includes pupils who have been added to the roll but who have never attended.

It is not necessary to complete a form when a pupil is leaving at the end of statutory education or on transition to another phase - eg infant to junior or primary to secondary.

Whenever a pupil joins or leaves a school/academy a Common Transfer File (CTF) **MUST** accompany him or her. Further information on the transfer of a CTF can be found on [www.teachernet.gov.uk](http://www.teachernet.gov.uk) and [www.education.gov.uk](http://www.education.gov.uk) or [http://www.thegrid.org.uk/info/traded/sitss/mis/data\\_collection/ctf.shtml](http://www.thegrid.org.uk/info/traded/sitss/mis/data_collection/ctf.shtml)

## **Circumstances in which a pupil may be removed from roll**

**The circumstances in which a pupil of compulsory school age may be removed from the admission roll are prescribed by regulation 8. (It is illegal to remove a pupil's name from the admission roll unless one of these circumstances applies, even if a parent requests it).**

### **A new school is named on a School Attendance Order (regulation 8a)**

If a pupil is the subject of a School Attendance Order their name may only be removed from roll if the order is revoked or the school named in the order is changed.

- The pupil should be removed from roll at the end of their final day
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

### **Pupil is registered at another school in England or Wales (regulation 8b)**

If a parent has notified the school/academy that the pupil will be transferring to a new school/academy and has provided the name and address:

- The school/academy should check with the new school/academy that the pupil is registered with them/has an expected start date.
- The pupil should be removed from roll at the end of their expected final day
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

### **Elective Home Education (regulation 8d)**

If the school/academy receives written notification from a parent of their intention to Electively Home Educate, the pupil's name must be removed from roll. ***Please note that this does not apply to special schools where permission is needed from the Local Authority or from the Secretary of State before a pupil's name may be removed.***

Schools/academies should not encourage parents to educate their children at home as a way of avoiding exclusion or because the pupil has a poor attendance record. Advice and information on Elective Home Education can be obtained from the local Attendance Team, or from [www.hertsdirect.gov.uk](http://www.hertsdirect.gov.uk) or from a number of websites including [www.education-otherwise.org](http://www.education-otherwise.org)

On receipt of written notification from the parent the school/academy must:

- Remove the pupil from roll at the end of their expected final day
- Send the Removal from Roll form together with a copy of the parent's letter which states their intention to Electively Home Educate to the relevant Attendance Team within 5 school days.

### **Pupil has moved out of Hertfordshire but within England and Wales (regulation 8e)**

If a parent relocates and provides the school/academy with their new address but has not yet secured a new school/academy place for their child:

- The pupil should be removed from roll at the end of their final day
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

### **Pupil has moved abroad – outside England and Wales (regulation 8e)**

If a pupil moves abroad and their new school and or address is unknown.

- The pupil should be removed from roll at the end of their final day
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

### **Pupil has moved, has ceased to attend and the new address is not within reasonable distance of the school/academy (regulation 8e)**

- The pupil should be removed from roll at the end of their final day
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

### **Pupil has failed to return after being granted leave of absence for exceptional circumstances in accordance with regulation 7(1A) (regulation 8f)**

A pupil's name may only be removed from roll after 10 school days have elapsed following the agreed date of return and once the school/academy **and** the local authority have made reasonable enquiries as to the pupil's whereabouts. Schools/academies should:

- Make contact with parents/ relatives to check that there is no good reason for the absence eg disrupted travel arrangements or illness
- Mark the absence as authorised if there is a valid reason, using the relevant code
- Mark the absence as unauthorised if there is not a valid reason, using the relevant code
- Contact their relevant Attendance team if there are concerns about the welfare of the pupil or if they are unable to make contact with the parents

The Attendance team will assist the school/academy in making reasonable enquiries as to the pupil's whereabouts.

Once the school/academy and the local authority have completed their enquiries and 10 school days have elapsed the school/academy should:

- Remove the pupil from roll with effect from 10 school days after the expected date of return

- Send a Removal from Roll form to the relevant Attendance Team within 5 school days.

### **Pupil is medically unfit and is likely to remain so beyond compulsory school age (regulation 8g)**

A pupil may only be removed from roll on medical grounds if he/she has been **certified** by the school's/academy's Medical Officer as unlikely to be in a fit state of health to attend before ceasing to be of compulsory school age **and** the pupil does not intend to continue at the school/academy beyond compulsory school age.

- The pupil should be removed from roll at the end of their final day
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

### **Pupil whose whereabouts are unknown (regulation 8h)**

If a pupil leaves a school/academy without the parent providing a new address or new school details the pupil may **not** be removed from roll until **both** the school/academy and the Local Authority have made reasonable enquiries to locate the pupil.

- The school/academy should contact their allocated Attendance Improvement Officer, or their local Attendance Manager who will work with the school/academy to try to locate the pupil.
- If, after four weeks, all enquiries have failed to locate the pupil, the school/academy should remove the pupil's name from roll, complete the Removal from Roll form and send it to the relevant Attendance Team within 5 school days.

### **Pupil is in custody (regulation 8i)**

A pupil may be removed from roll if serving a custodial sentence of four months or longer and the head teacher does not have reasonable grounds to believe that the pupil will return at the end of that period. This decision should be made in consultation with the relevant Targeted Youth Support Team

- The pupil should be removed from roll at the end of their final day
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

### **Pupil has died (regulation 8j)**

A pupil who has died may only be removed from roll once official notification has been received. This would usually come from the pupil's parents but may come from another source, eg relatives or police.

- The pupil should be removed from roll using the date of death as the removal date
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days
- No CTF is required

### **Pupil has been permanently excluded (regulation 8m)**

The pupil may only be removed from roll once any appeals process has been concluded.

- The pupil should be removed from roll using the school day after the conclusion of any appeals process as the date of removal from roll
- If no appeal has been lodged within 15 school days the pupil may be removed from roll on the 16<sup>th</sup> school day following the exclusion
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days
- No CTF is required

### **Non payment of fees – boarding pupils (2011 amendment, regulation 8o)**

Where the pupil is a boarder at a maintained school or academy and the charges for board and lodging are payable by the parent and the charges are outstanding at the end of the school term to which they relate, the pupil may be removed from roll.

- The pupil should be removed from roll at the end of the relevant term
- A Removal from Roll form should be completed and returned to the relevant Attendance Team within 5 school days

# Removal from Roll

## Hertfordshire Integrated Services for Learning Attendance Team

To: ..... Double District Attendance Team

From: ..... School/Academy      School Number: .....

### **NOTIFICATION OF REMOVAL OF PUPIL FROM ADMISSION ROLL**

There are strict rules as to when schools may remove pupils from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(3) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority. This responsibility applies to all Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support Centres and Independent Schools. *Please use this form in conjunction with the Regulations.*

#### **Please provide as much information as possible:**

**NAME OF PUPIL:** ..... **DOB:** ...../...../.....

**Address:** .....

**Postcode:** ..... **Tel No:** .....

**e mail address of parent:** .....

**UPN** ..... Is the pupil looked after by HCC? **Yes/No**  
Does the pupil have a statement or Education Health Care Plan? **Yes/No**  
Is there a School Attendance Order in place? **Yes/No (reg 8a)**

**Date pupil taken off roll:** ...../...../.....

#### **REASON FOR REMOVING PUPIL FROM THE ADMISSION ROLL:**

##### **Pupil is registered at another school (reg 8b)**

Name of new school: .....

DfE number.....

Address of new school if outside Hertfordshire .....

Start date .....

Pupil's new address if applicable.....

**Elective Home Education (reg 8d)**

*Please attach a copy of the parent's letter (a pupil may only be removed from the school roll if written notification has been received from the parent confirming their intention to educate the child 'otherwise than at school')*

**Pupil has moved, ceased to attend and the new address is not within a reasonable distance of the school or academy (reg 8e)**

New address.....  
.....

**Pupil has moved out of Hertfordshire but not yet secured a place at a new school or academy (reg 8e)**

New address.....  
.....

**Pupil has moved abroad (reg 8e)**

Please give all known details.....  
.....  
.....

**Pupil has failed to return from an agreed leave of absence (reg 8f)**

Please give details of actions taken: .....  
.....  
.....

**Pupil is certified as medically unfit and is likely to remain so beyond compulsory school age (reg 8g)**

Please confirm that the Medical Officer and parents have agreed to the removal from roll **Yes/No**

**Pupil's whereabouts are unknown (reg 8h)**

*The pupil must have been continuously absent (unauthorised) for not less than 20 school days and **must not** be removed from roll until both the school/academy **and** the Local Authority have made reasonable enquires to try to locate the pupil.*

Please give details of actions taken.....  
.....  
.....

**Pupil is in Custody (reg 8i)**



Please confirm that the pupil is serving a custodial sentence of four months or longer **Yes/No**

**Pupil has died (reg 8j)**

**Pupil has been permanently excluded (and any appeal process is complete) (reg 8m)**

**Pupil is a boarder and fees remain outstanding at the end of the school term to which they apply (reg 8o)**

**If the pupil has moved from the area without explanation are there any concerns about the pupil's welfare? *If yes please comment below***

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.....  
.....

**Please Note: Whenever a pupil leaves a school/academy a Common Transfer File (CTF) MUST accompany him or her. Further information on the transfer of a CTF can be found on [www.teachernet.gov.uk](http://www.teachernet.gov.uk) and [www.thegrid.org.uk](http://www.thegrid.org.uk)  
Date CTF sent to new school or lost pupil database: ...../...../.....**

Name of person completing this removal from roll form (please print):

.....

Contact telephone number .....

Date form completed: .....

**Please return this form to your local Double District Attendance Team:**

**North Herts and Stevenage:** SFAR114 1st Floor Farnham House, Six Hills Way, Stevenage, SG1 2FQ

**East Herts and Broxbourne:** CHN002 East Area Office, County Hall, Pegs Lane, Hertford, SG13 8DF

**Welwyn, Hatfield and Hertsmere:** MU204 2nd Floor, Mundells, MU204, Welwyn Garden City, AL7 1FT

**Watford and Three Rivers:** AP1102 First Floor, Apsley Two, Brindley Way, Hemel Hempstead, HP3 9BF

**St Albans and Dacorum:** AP2116 First Floor Apsley Two, Brindley Way, Hemel Hempstead, HP3 9BF