

**Removal from Roll
Statutory Attendance Support Team**



To: West/East Area (please delete)	School/Academy
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NOTIFICATION OF REMOVAL OF PUPIL FROM ADMISSION ROLL
 There are strict grounds as to when schools may remove pupils from their admissions register. They are outlined in **Regulation 9** of The School Attendance (Pupil Registration) (England) Regulations 2024. Regulation 13(1) 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, University Technical Colleges, Education Support Centres and Independent Schools.
Please use this form in conjunction with the Regulations.

You must provide the following information:

Full Name of Pupil:	DOB:	Gender:
The full name and address of any parent the pupil normally lives with:		
Address or new address at which pupil will reside <u>is required</u>, and the date the pupil will start living there:		
Post Code:	At this address from:	
Tel No:	Email address of parent:	
Mobile No:		

UPN:	Is this pupil known to Social Care? Yes/No
Does the pupil have an EHCP? Yes/No	(please inform the SEN Officer)

Date pupil came on roll	Date pupil taken off roll	
Name of new school:		DfE number:
Address of new school if outside Hertfordshire:		
On roll from:		

If the pupil has left the school without explanation you are required to contact the Attendance Duty Team so that Joint Reasonable Enquiries can be completed.
Please confirm: Yes/No **Date this took place:**
 If no, why not?

Do you have any recent concerns about the pupil's welfare? Yes/No

Is the pupil known to a social worker or the subject of a CP or CIN Plan?
 If yes, you must provide details and dates below. The DfE expects Local Authorities to inform social workers when a child is removed from roll.

Do you consider the pupil to be at risk of Child Sexual, Criminal Exploitation or radicalisation? Yes/No
 If yes, you are required to provide details below:



REASON FOR REMOVING PUPIL OF COMPULSORY SCHOOL AGE FROM THE ADMISSION ROLL - in accordance with regulation 9: (All information must be provided to support the reason selected)

9(1)(a)	The pupil has been registered at another school - you must provide details above of new school	
9(1)(b)	The pupil has not continued at the school following completion of nursery	
9(1)(c)	The pupil is also registered at one or more other schools and the other schools have agreed the deletion.	
9(1)(d)	The pupil has a School Attendance Order which has been changed to name another school	
9(1)(e)	The pupil has a School Attendance Order which has been revoked.	
9(1)(f)	<p>The parents of the pupil have notified the school in writing that the pupil will no longer attend the school after a certain day and will be receiving education otherwise than at school, and:</p> <ul style="list-style-type: none"> (i) that day has passed; and (ii) there is no school attendance order naming the school in force in relation to the pupil. <p>You must attach a copy of the parent's letter, which must be dated the same day as the date removed from the school roll and the date on this form (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)</p> <p>Is the pupil known to a social worker or the subject of a CP or CIN Plan? Do you have any concerns about the pupil's welfare or safeguarding so that we can assess risk and consider whether we need to offer a home visit? If yes, you <u>must</u> provide details:</p>	
9(1)(g)	The pupil no longer normally lives a reasonable distance from the school 168. New address must be provided above	
9(1)(h)	The pupil has not returned following a leave of absence. Schools are not permitted to remove pupils from roll under this rule until joint reasonable enquiries by the school/academy and the Statutory Attendance & Participation Team have taken place and failed to ascertain the pupil's whereabouts. Details of actions taken must be provided	
9(1)(i)	The pupil has been continually absent from school. Where a pupil has been continually absent from school for a period of 20 school days or more. The pupil absence is recorded as G, N or O. The school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause. The School and the Local Authority have jointly made reasonable efforts to find out the pupil's location and circumstances. Details of actions taken must be provided	
9(1)(j)	The pupil is detained under a sentence of detention. Where a pupil has been detained under a sentence of detention (defined in regulation 3) the school must have reasonable grounds to believe the pupil will not return to the school once they are released. This must be decided on a case-by-case basis.	
9(1)(k)	The pupil has died.	
9(1)(l)	The pupil will be over compulsory school age and will not continue into the sixth form	
9(1)(m)	The pupil is a boarder at a school maintained by a Local Authority or academy and their boarding fees have not been paid.	
9(1)(n)	The pupil has ceased to be a pupil at an independent school or non-maintained special school	
9(1)(o)	The pupil has been permanently excluded from the school.	
9 (2)	DELETING THE NAME OF A PUPIL OF COMPULSORY SCHOOL AGE FROM THE REGISTER OF A SPECIAL SCHOOL:	

	<p>Where a pupil of compulsory school age is registered at a special school under arrangements made by a local authority, the pupil's name cannot be deleted without the consent of the local authority or, if the local authority refuses to give consent, without a direction from the Secretary of State, unless:</p> <ul style="list-style-type: none"> • the pupil is registered at the school as a result of a school attendance order, but school is not now named on that order or the order has been revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, and the pupil's name is deleted under regulation 9(1)(d); or (e) OR: • the pupil has died, and the pupil's name is deleted under regulation 9(1)(k): OR • the pupil has been permanently excluded from the school, and the pupil's name is deleted under regulation 9(1)(o) 	
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REASON FOR REMOVING PUPIL OF NON-COMPULSORY SCHOOL AGE FROM THE ADMISSION ROLL in accordance with regulation 9:

9(3)(a)	The pupil is not a boarder and will not attend the school again.	
9(3)(b)	The pupil is a boarder and has ceased to be a pupil at the school.	
9(3)(c)	The pupil has been continually absent from school for 20 days.	
9(3)(d)	The pupil has died	
9(3)(e)	The pupil has been permanently excluded from the school	

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.education.gov.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 to the Area Attendance Duty Team using secure email system i.e. Schools or Herts FX to: AttendanceDutyEast@hertfordshire.gov.uk or AttendanceDutyWest@hertfordshire.gov.uk