

**Legal and borough procedures  
for adding or removing  
a child's name from the roll of a school**

**A technical guidance document for schools in  
Barking and Dagenham**

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1.0

## Introduction

1.1

### The purpose of this document is to:

- ensure that schools are aware of their legal responsibilities for enrolling or removing a child's name from the roll of the school;
- provide specific guidance on the course of action required for each situation in which a child's name may be removed from the school's roll;
- eradicate incidents where children can become missing from education;
- improve efficiency for schools and Local Authority services.

1.2

### The Education (Pupil Registration) (England) Regulations 2006 No. 1751:

[http://www.legislation.gov.uk/ukxi/2006/1751/pdfs/ukxi\\_20061751\\_en.pdf](http://www.legislation.gov.uk/ukxi/2006/1751/pdfs/ukxi_20061751_en.pdf)

These regulations set out how to maintain the school's admission and attendance registers.

Failure to comply with the Pupil Registration Regulations may constitute a criminal offence, under section 434(6) Education Act 1996.

There have been two amendments to the 2006 regulations. In brief;

1.3

### 1 September 2013:

<http://www.legislation.gov.uk/ukxi/2013/756/regulation/2/made?view=plain>

- Head teachers can only authorise requests for leave of absence in exceptional circumstances.
- Reference to allowing up to 10 days' holiday during term time is removed.

1.4

### 1 September 2016:

<http://www.legislation.gov.uk/ukxi/2016/792/made/data.pdf>

- **Admissions:** All schools are required to provide the Local Authority, within 5 days, with the details of every child enrolled\* at the school.
- **Removal from roll:** At the point of removing a child's name from the roll, all schools are required to provide the Local Authority with the details of that child\*. Specific reference must be made to the regulation being used (these can be found between pages 9 to 17 in this guidance).
- **Removal from roll:** All schools are jointly responsible, along with the Local authority, for trying to locate the whereabouts of a child who has stopped attending prior to removing that child's name from the school roll.

- If a child is to reside with another parent, schools must try to record the details of that parent and the address.
- If a child is on roll at another school or is going to attend another school in the future, the details of the other school should be recorded.

\*not cohort or children finishing compulsory education

### 1.5 **The following documents provide further essential guidance**

DfE School Attendance Guidance for maintained schools, academies, independent schools and local authorities September 2018:

<https://www.gov.uk/government/publications/school-attendance>

DfE Children Missing from Education statutory guidance for Local Authorities. September 2016:

<https://www.gov.uk/government/publications/children-missing-education>

Children Missing from Education borough guidance. November 2018:

<https://www.lbbd.gov.uk/home-education>

### 1.6 **Safeguarding**

Safeguarding and promoting the welfare of children is defined, for the purpose of statutory guidance, under the Children Acts 1989 and 2004, respectively, as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Removing a child from a school roll is a very important decision and may have far-reaching consequences if the correct procedures are not followed. For instance:

- a school could fail in its legal duty;
- children could become missing from the education system;
- the safeguarding of children can be affected;
- children could be denied access to education.

The same applies if a school does not follow the correct procedures when admitting a child.

If children are not in education, and are not known to local authorities, their well-being and safety may be at risk.

## 1.7 Pupil Census

Each term there is a census on children currently on roll at a school. The census will also report on any child that has left a school roll between each census. Before submission to the DfE, the local authority will check that there are no queries, or anomalies, about pupils that have been removed from the school roll. By following the Pupil Registration Regulations, and this guidance, there should be no census queries/anomalies.

One of the Local Authority checking procedures for the termly census is to identify and resolve any duplication of pupils' names. For the January Census, it is important that the school remove the child from their roll as soon as they have grounds to do so as there are implications regarding funding.

## 1.8 Common Transfer File (CTF) and National Lost Pupil Database (LPD)

All LBBD Maintained Schools can generate a CTF; which is a file created from the School's MIS System. For further guidance, and to keep informed of any changes to the CTF, please click on the link below:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datatransfers/ctf>

When children become missing from education, or are no longer in the state education system, the CTF is uploaded to the LPD.

There are two codes that will upload the CTF to the LPD are:

Code **XXX XXXX** relates to children who remain in the education system but whose destination school is unknown when the child leaves their current school.

Code **MMM MMMM** relates to children who are no longer in the education system i.e. have left the country or are educated at home by their parents.

## 2.0

### Allocation of a school place

This Local Authority is the 'Admissions Authority'. Responsibility is given to this authority to apply the Admissions Code in relation to allocating school places. The Admissions Code can be found at:

<https://www.gov.uk/government/publications/school-admissions-code--2>

## 2.1 Admissions procedure for weekly reports

Children who have been allocated a place at a school will appear on a weekly report sent to the school.

For the purpose of removing a child's name from the weekly report only, please inform the Admissions Team if the:

- child is now attending;
- child is on roll at another school;
- parent has confirmed, in the case of a school transfer, that the child is to remain at their current school;
- whereabouts of the family are unknown i.e. family have moved home with no forwarding address.
- child is being educated at home by the parent.

2.1.0 Every Wednesday morning all schools **must** send an email to [Admissions@lbbd.gov.uk](mailto:Admissions@lbbd.gov.uk) to advise the Admissions Team of any vacancies. Schools must also notify even if there are no vacancies. Once the Admissions Team have been advised of any vacancies, they will allocate a place to the next person on the school's waiting list.

## 2.2 Criteria Breakdown

### RES - Places Reserved

If a child's name appears with RES – this means that a place has been reserved. It could be that a previous school has already been offered and the parent needs to advise the Admissions Team if they want the alternative school. It could also be that the parent has been offered a higher preference and the team are waiting to see if the parent would like to accept the place.

Schools do not need to do anything in response to a 'RES' alongside the pupil's name on the report.

### DIST– Distance

If a child's name appears as DIST- this means the child has been offered a place at the school based on distance.

### SIB – Sibling

If a child's name appears as SIB- this means the child has been offered a place at the school and has a sibling already attending.

## **FAP –Fair Access Protocol**

If a child's name appears with FAP – this means that negotiations have taken place with the head teacher/deputy for a child to be admitted under the Fair Access Protocol.

## **VA – Voluntary Aided**

If a child's name appears with VA – this means the child has been offered a place at a church school.

## **NSV/ ALLOC – Nearest School with a Vacancy**

If a child's name appears with NSV or ALLOC– this means the child has been offered a place at that school as Admissions were unable to offer the parent their preferred school and has offered that school as the nearest school to the home address where a vacancy exists within the particular year group required.

### **2.3 If a child's name appears more than once**

The system used for allocating places may on occasion display a child's name more than once with different criteria. This may happen when a place has been offered at a preferred school ranked lower, or NSV and then a week or so later a place may have become available at a higher preference, e.g.

- child A –appears on week 1 report as NSV or Dist;
- child A –appears on week 2 report twice, as NSV or DIST and the second entry could be under DIST-RES, SIB, or VA.

### **2.4 Admitting (enrolling) a child to a school**

#### **Appendix 1** Flowchart - How children are allocated to a school

When the Local Authority Admissions Team allocates a school place to a child and informs the school of this allocation, the child becomes a pupil at that school:

***Regulation 5. -(3): A pupil is a pupil at a school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school***

The school must then enrol the allocated child at the school and comply with the requirements set out in sections 5 and 6 of the Pupil Registration Regulations (***The only time this does not apply is when a child is transferring from one school to another and is, therefore, still on roll at their current school until the transfer is successful).***

The names of all children on the Admissions register must appear on the relevant attendance registers. An appropriate DfE register mark\* must be entered in the attendance registers for each session that the school is open (AM and PM) and for each named child.

\*For children who do not arrive, use the 'Z' code for the first 20 days.

## 2.5 **Non-arrival of an allocated child**

Schools are responsible for managing the attendance of children on their roll. This includes being proactive in contacting families when children allocated to a school do not actually attend.

Parents are advised to contact the school within 10 days from the date of the letter from Admissions informing them of the allocation.

2.5.1 If a parent fails to contact the school, or states that they do not want the place offered (and the child is of statutory school age), the responsibility for taking appropriate action lies with the school:

- **Family have moved home and their whereabouts are not known:** the school must inform the borough's CME Officer as this must be investigated jointly before removal from roll (once off-roll agreed, school to inform Admissions).

**Parents decide to home educate:** the school must inform the borough's Elective Home Education (EHE) Officer (also, Admissions).

- **Parent refuses to ensure the child enrolls and attends (and the child has not enrolled at another school):** the school must initiate their school attendance procedures. The Local Authority is responsible for instituting any legal proceedings for poor, or non-school attendance.

**Appendix 2** Flowchart - Ensuring an outcome for children allocated to a school

**Appendix 3** DfE Explanation of the 'Z' mark used in school attendance registers.



3.0

## Removing a child's name from the school roll

3.1

All schools are required by law to inform their Local Authority before, or at the point of, removing a child's name from the school roll (including the sub-regulation being used).

In Barking and Dagenham, this is achieved through completing and submitting the borough's 'online off-roll' form:

<https://www.lbbd.gov.uk/school-roll-pupil-to-be-deleted-from-school-register>

A form must be completed and submitted for every child removed from roll.

Each school should have named members of staff with responsibility for decision making and ensuring the correct procedures are followed when a child's name is removed from roll.

**Appendix 4** Flowchart - Removing a child from a school roll

**Important:** If the child being removed from roll has an Education Health Care Plan (EHCP), The Education Health Care Team (EHCT) must be made aware. They can be contacted by:

Email: [EHC@LBBD.GOV.UK](mailto:EHC@LBBD.GOV.UK) or Telephone: 020 8227 2400

### 3.2 The Education (Pupil Registration) (England) Regulations 2006.

**Section 8.1** – This section prescribes the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register. It contains the all, and only, reasons that a child’s name can be removed from the school roll:

<b>Section 8 sub-regulations</b>
(a) - Where a school has been named in a School Attendance Order, but the allocated place is no longer needed
(b) - Where a child has gone on roll at another school
(c) - Where a child is ‘dual-registered’
(d) - Where parents decide to educate their child otherwise than at school (also known as elective home education or EHE)
(e) - Where a child moved home and it is deemed too far to attend school on a regular basis
(f) - Where a child has not returned on the agreed date of return following an authorised term-time holiday
(g) - Where a child is deemed not to be in a fit state of health to attend school before the end of his/her compulsory education and is not going to continue in further education at the school (Sixth Form)
(h) - Where a child has been continuously absent from the school for a period of not less than 20 school days
(i) - Where a child is placed in a Young Offenders Institution
(j) - If a child dies
(k) - Where children will be over compulsory school age by the start of the next academic year and have informed the school that they no longer wish to attend school
(L) - In the case of a pupil at a school other than a maintained school, an academy, a city technology college, or a city college for the technology of the arts, that s/he has ceased to be a pupil of the school
(m) - Where a child has been permanently excluded <i>(superseded by The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012)</i>
(n) - Where a nursery child does not get a place in Reception of the same school

3.3 Below is an (abridged) explanation on what to do for each of the sub-regulations. When removing a child's name from the school roll, please identify the sub-regulation that you will use, follow the instructions and then make sure that this is the sub-regulation you choose when filling in the online form:

3.3.1 **(a) - A school has been named in a School Attendance Order (SAO), but the allocated place is no longer needed:**

If a school is named in a SAO, the place must remain available to the child who is named in that order. However, if the child subsequently enrolls at another school, the place will no longer be needed.

**Action**

The school must inform the Admissions Team so that the child's name can be removed from the weekly report. The child's name may be deleted from the school registers with no further action required as the child has not actually attended, and the local authority is aware that a suitable alternative education provision will be provided.

3.3.2 **(b) - Child has enrolled at another school**

When a child transfers to another school, s/he can be removed from the roll of the current school from the last day s/he attended.

**Action**

The current school **must confirm that the child has started attending the new school**. The CTF must be uploaded to the S2S system, with the correct code for the new school. The new school will need to download the CTF.

3.3.3 **(c) - Dual-registered**

When a child is dual-registered and stops attending one of the schools, s/he can be removed from the roll of the school no longer attended if:

- 1) both schools agree to this and;
- 2) the child remains on roll at the other school.

**Action**

There is no need for one school to provide a CTF to the other school. Both schools will already have an electronic record on their MIS System, as both schools should have been sharing all data for that child.

The child's enrolment status will need to be changed to current (single) registration at the school s/he is now solely attending. S/he will need to be removed from the roll of the school no longer attended (only needs to be moved to the Former Roll of the MIS).

3.3.4 **Dual-roll with alternative provisions**

Children who attend alternative education provisions because they are on respite, or fixed term exclusions, must be dual-registered.

3.3.5 **(d) - Parent decides to educate their child otherwise than at school (also known as Elective Home Education or EHE).**

**Parents cannot just withdraw a child from school.** However, if a parent decides to home educate their child, they must put it in writing to the school. This regulation states that “upon receipt of the written notification, the school can remove the child’s name from the school roll”.

To support schools and the Local Authority to maintain their responsibility towards safeguarding it is recommended that a 10 day ‘period of grace’ is given before the child is removed from roll.

During this time, the borough’s EHE Officer will meet the parent to clarify that they understand what home education entails and that they are happy to proceed. If yes, the EHEO will inform the school and the child can be removed from roll. If it is established that the parent does not wish to home educate, then the child will remain on roll at the school and be expected to attend. It has been agreed within this borough that if, within 12 weeks of the decision, the parent no longer wishes to home educate Admissions will allocate the last school attended (if it was in this borough) and providing there are no extenuating circumstances that would prevent this allocation.

**Action**

The school needs to provide the borough’s EHE Officer with the following information:

- Parent’s letter, or email, informing the school of their decision to home educate.
- Reason/s the school are aware of why the parent has decided to home educate.
- An up to date attendance record for the child.
- CAF (if one is completed).
- Details of the allocated social worker, if the child has one
- CMIS/INTEGRIS pupil information sheet – listing pupil information/UPN/parent contact details.
- List of attainment levels (useful for education advisers when they visit, or if the case is referred to the Fair Access or Education Placement Panels).
- Notification/information if the child has special educational needs, or an Education Health Care Plan\*

The child can be removed from the school roll by using the code ‘**MMM MMMM**’ this will ensure that the CTF goes to the LPD.

**If the child has an EHCP and attends a special school, then the EHCT must be made aware before the child can be removed from roll (see 3.5.3 on page 18)**

**Parents must not, under any circumstance, be encouraged, or coerced, into home educating their child.**

3.3.6 Please see the borough’s Elective Home Education policy:

<https://www.lbbd.gov.uk/home-education>

3.3.7 (e) - Child moves home and it is deemed too far to attend school on a regular basis (including moved abroad)

To use this sub-regulation;

- 1) There is confirmation that the child now lives at the new address **and,**
- 2) The child has stopped attending; the parent has stated that the non-attendance is because the distance from home to school is too far for the child to travel on a daily basis.

Because it is not specified, the distance must be judged case-by-case.

All home addresses in this borough are deemed to be within a reasonable distance to any school in this borough. A family moving to another borough is not automatic grounds for removal from roll. Many children travel long distances to attend school. A child moving to a neighbouring borough may still be able to attend the school regularly.

If the family move a great distance away, it will be obvious that the child can no longer attend.

**Action**

The case must be brought to the attention of the borough's Children Missing Education (CME) Officer.

The child can be removed from the school roll using code '**XXX XXXX**'. This will ensure that the CTF goes to the LPD. When the child starts at a new school, that school will be able to download the CTF from the LPD.

NB This section must not be confused with Section 444 (5) Education Act 1996 where distance is used as a legal defence, by parent/s, against being prosecuted for poor/non-school attendance.

3.3.8 **(f) - Child has not returned on the agreed date following an authorised term-time leave of absence**

The Education (Pupil Registration) (England) Regulations 2006 were amended on the 1 September 2013. Reference to family holiday (including Headteachers allowing up to 10 school days for a term time holiday) and extended leave were removed.

The amendment makes clear that Headteachers must not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be absent from school if leave is granted.

This regulation relates to children who have not returned to school, on the day they should have done, following an authorised leave of absence.

In the case of a pupil granted leave of absence exceeding 10 school days;

- (i) the pupil has failed to attend the school within the 10 school days immediately following the expiry of the period for which such leave was granted; **and**
- (ii) the Headteacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness, or any unavoidable cause; **and**
- (iii) both the Headteacher and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

For a pupil to be removed from the school roll under this sub-section, **all three** of the above criteria must be met.

**Action**

The case must be referred to the borough's CME Officer, using the CME Audit Trail (**Appendix 5**). The CME Officer will then confirm if the child can be removed roll.

The child can then be removed from the school roll using the code 'XXX XXXX'. This will ensure that the CTF goes to the LPD.

3.3.9 **(g) - Where a child is deemed not to be in a fit state of health to attend school before the end of his/her compulsory education and is not going to continue in the school's Sixth Form.**

There is no School Medical Officer for Barking and Dagenham, so the decision regarding the health of a child, under this regulation, must be made by someone in a higher position than General Practitioner. Where appropriate, arrangements must be made for a suitable alternative education provision.

**Action**

A medical specialist/consultant, or someone higher than a General Practitioner, must provide written information clearly stating that the child will not be well enough to return to school before ceasing to be of

compulsory school age - the Friday before the last Monday of June each year for pupils in Year 11 (and for any pupil who is, or attains the age of sixteen, in that same academic year).

The parents of the child must inform the school that they do not wish to continue with the child's education at the school. Where appropriate, a suitable alternative education provision must be offered.

At the point that it is accepted that the child will not be able to attend school anymore, s/he can be removed from the school roll using code 'XXX XXXX'.

3.4.0 **h) - Where a child has been continuously absent from the school for a period of not less than 20 school days).**

- (i) At no time was his/her absence during that period authorised: **and**
- (ii) the Headteacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; **and**
- (iii) both the Headteacher of the school **and** the Local Authority have failed, after reasonable enquiry, to ascertain where the pupil is.

For a child to be deleted under this regulation, **all three** of the above criteria must be met.

Reasonable enquiries should be made during the 20-day period.

*The term 'reasonable enquiries' is not defined but must include investigating every reasonable avenue available.*

**Home visits are essential.**

Not getting a response from home visits or phone calls is not automatic proof that the child no longer lives at the address.

If a parent claims not to know the whereabouts of their child, then this is a safeguarding matter and should not be considered as a reason to remove from the school roll.

If there is doubt, and to avoid situations where children have previously been removed from a school roll only to be found still living at the same address, please seek advice from the CME Officer.

**Action**

The case must be referred to the borough's CME Officer, using the CME Audit Trail (**Appendix 5**).

The child can then be removed from the school roll using code 'XXX XXXX'. This will ensure that the CTF goes to the LPD.

### 3.4.1 (i) - Where a child is placed in a Young Offenders Institution

If a child is ordered to be detained in a Young Offenders Institution for not less than four months and the Headteacher does not have reasonable grounds to believe that the pupil will return to the school at the end of that period, then the child can be removed from the school roll.

#### **Action**

The school must first liaise with the borough's Youth Offending Service.

The child can then be removed from the school roll using code '**MMM MMMM**'. This will ensure that the CTF goes to the LPD.

### 3.4.2 (j) - If a child dies

In the tragic circumstances of a child dying then, at a time deemed appropriate by the school, they can remove the child's name from the school roll using code '**MMM MMMM**'.

### 3.4.3 (k) - Where children will be over compulsory school age by the start of the next academic year and have informed the school that they no longer wish to attend school

The last day of compulsory education is the Friday before the last Monday of June each academic year for pupils in Year 11 and to any pupil who attains the age of sixteen in that same year i.e. a pupil who should be in Year 11 but was held back at some point in their education.

#### **Action**

If it is known that a child is not going into further education, employment, or training, then the school must inform the borough's 14-19 Careers Service of this:

<https://www.lbbd.gov.uk/youth-careers-and-employment-advice>

**NB this does not apply to the Year 11 cohort.**

### 3.4.4 (L) - In the case of a pupil at a school other than a maintained school, an academy, a city technology college, or a city college for the technology of the arts, that s/he has ceased to be a pupil of the school

This sub-regulation applies to schools not specified above e.g. Independent and Free Schools.

The Local Authority CME Officer (email: [accessattendance@lbbd.gov.uk](mailto:accessattendance@lbbd.gov.uk) phone: 020 8227 2151), must be informed at the point of, or before, of the name of any child that will be removed from the school roll.

N.B. Non-maintained schools, colleges etc. do not have a statutory requirement to follow the normal CTF process. They may, therefore, not



have MIS Systems capable of generating CTFs. If they do choose to voluntarily follow the normal CTF process, then the coding they use should mirror that in the DfE CTF guidance document.

If a child comes from a school outside of the state education system, the enrolling school should make every effort to determine whether there is any history of attendance at a previous maintained school and download, if there is one, the CTF from the LPD (otherwise they will need to add the child's details manually).

#### 3.4.5 **(m) - When a child has been permanently excluded (*Superseded by The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012*)**

The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 make revised statutory provision for school exclusions. The regulations govern the exclusion of pupils from: maintained schools; academy schools; free schools and alternative provision academies/free schools. The regulations apply to all pupils whether they are above or below compulsory school age.

The regulations state that only the Headteacher of the school can decide to exclude a pupil. In the case of a permanent exclusion, the head teacher's decision must be reviewed by the Governors' Disciplinary Committee (GDC). The GDC can either decide to uphold the head teacher's decision or to reinstate the pupil.

The decision to exclude can only be taken by the Headteacher. The decision to exclude cannot be delegated to the governing body.

Following the permanent exclusion of a pupil, the **Headteacher** must:

- 1) notify the pupil's parents in writing of their decision along with the reason(s) for the permanent exclusion;
- 2) inform the governing body of their decision to permanently exclude;
- 3) notify the pupil's parent of their right to make representations about the exclusion to the governing body and about how, when and where these representations may be made;
- 4) notify the parents of any provision that has been made for the pupil to continue their full-time education (E.g. day six provision or setting of work);
- 5) inform the local authority of their decision to permanently exclude;
- 6) signpost parents to sources of support and information.

Following the permanent exclusion of a pupil the **governing body** must:

- 1) meet to consider the reinstatement of the pupil within 15 school days of receiving notice of exclusion from the Headteacher and invite the parents, head teacher and representative of the local authority to the meeting;
- 2) arrange for clear minutes of the meeting to be taken;

- 3) decide on one of two possible outcomes; to either uphold the head teacher's decision or to reinstate the pupil;
- 4) ensure that the parents are informed in writing of the governors' decision along with the reasons for the decision and about how parents can exercise their right to have the governors' decision reviewed by an Independent Review Panel.

Following the permanent exclusion of a pupil the **Local Authority** must:

- 1) make suitable arrangements for the pupil to continue in full-time education from day six onwards of the date of the permanent exclusion;
- 2) respond to any parental application for an Independent Review Panel.

**Action**

The head teacher must remove a pupil's name from the school roll if:

- 1) 15 school days have elapsed since the parents were notified of the governing body's decision to uphold the permanent exclusion and no parental application has been received for an Independent Review Panel;
- 2) the parents have stated in writing that they will not be applying for an Independent Review Panel.

Where an application for an independent review has been made by the parent, the pupil's name must remain on the roll of the school until the review has been determined or abandoned.

The school attendance register is marked with E for the first five days of the exclusion. On the sixth day, the D mark can be used as the child is now dual registered with Mayesbrook Park School and will receive education there.

Children removed from the school roll because of a permanent exclusion are automatically allocated to Mayesbrook Park School.

3.4.6 **(n) - Where a nursery child does not get a place in Reception of the same school**

There is no guarantee that all children in a school nursery will get a place in the Reception class of the same school.

**Action**

Children are of not of compulsory school age until the start of the term after their fifth birthday. Therefore, schools do not need to follow the normal CTF process. However, it is seen as good practice if they do.

The coding used should mirror the guidance in the DfE CTF document.

N.B. When pupils enter a maintained school nursery they are given a UPN (Unique Pupil Number). This number is supposed to follow them throughout their school career. Therefore, it is imperative that schools pass on information regarding these children to their new schools via the CTF to ensure that they are not issued with new UPNs.

#### 4.0 **Additional guidance**

##### 4.1 **Children who are not of statutory school age.**

The school should ensure that written confirmation is received from the parent stating that they do not want the place, or they want it deferred until after the child's fifth birthday. That confirmation must be sent to the Admissions Team.

##### 4.2 **Removing a child, with an Education Health Care Plan (EHCP) from the roll of a school**

The Education Health Care Team (EHCT) are responsible for arranging the education placement of a child with an EHCP.

If a child has an EHCP, maintained schools and academies should not remove that child from the school roll unless the borough's EHCT have advised it, or have been consulted beforehand.

NB When removing a child with Special Education Needs (S.A or S.A +) from a school roll, there is no need to involve the EHCT.

##### 4.3 **Removing a child, with an EHCP, from the roll of a special school.**

###### **Pupil Registration Regulations Section 8.- (2)**

This sub-regulation relates to pupils who have an EHCP and are on roll at a Special School:

Where a child has, under arrangements made by a Local Authority, become a registered pupil at a special school, s/he shall not be removed from the roll of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

##### 4.4 **Children who have moved abroad**

The Pupil Registration Regulations do not make specific reference to children who go to live abroad.

###### **Action**

If there are no safeguarding/welfare concerns the child can be removed from the school roll using code '**MMM MMMM**'. This will ensure that the CTF goes to the LPD.

If a family have permanently gone abroad and the school do not have their new home address, the school must use the CME Audit Trail (**Appendix 5**) and liaise with the borough's CME Officer who will advise when the child can be removed from roll.

#### 4.5 **Safeguarding and children who are leaving this country**

Not all children leave this country to start a new and happy life abroad. When children leave this country, they may be at risk of significant harm from child trafficking;

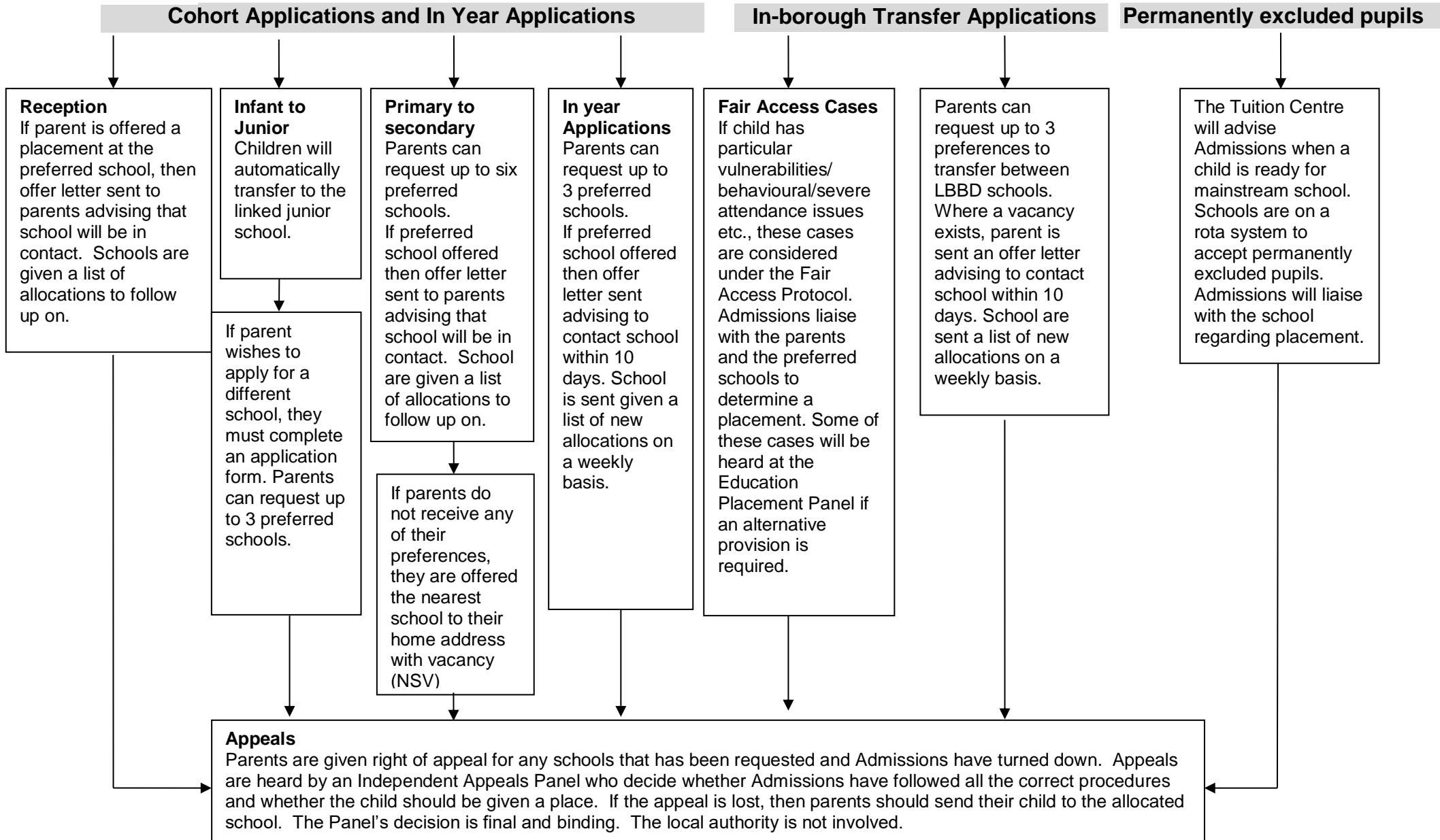
- sexual exploitation;
- female genital mutilation;
- forced marriage;
- witchcraft treatment.

If you are concerned that any of the above may happen to a child then report it to the police, or Social Care's Assessment Team (see Safeguarding on page 4).

Where children have become missing from education, and there are current safeguarding concerns, the CME Officer can make enquiries with the United Kingdom Border Agency (UKBA).

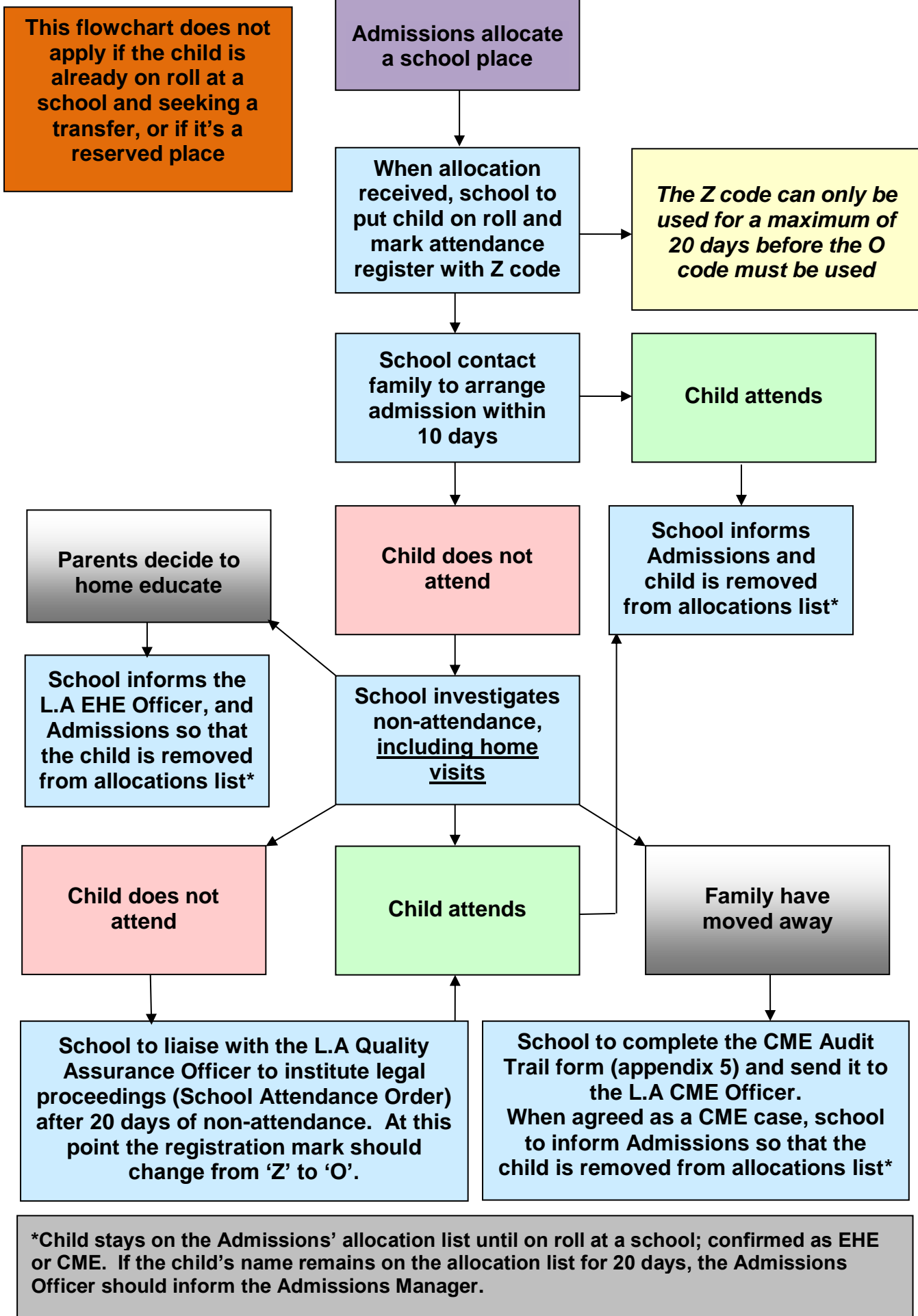
# Appendix 1

## Admissions – How children are allocated a school place



## Appendix 2

### Ensuring an outcome for Children Allocated to a School



## Appendix 3

### Registration Code 'Z'

Brief Description	Pupil not on roll
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Pupil not registered at the school
Physical Meaning	Not required to be in school
DCSF Definition	None
Relevant Regulation	5(3)

#### Additional useful information:

This code is available to enable schools to set up registers before pupils are due to join and ease administration.

School MIS systems store details of pupils who are to be admitted in a "pre-admission group" which is then "rolled forward" at the start of term. This helps schools to have details on new pupils in their MIS system as soon as possible. However, some pupils do not turn up (because they have started somewhere else), but they are still "on roll" as far as the computer is concerned until they are made a "leaver". While "on roll" in this way, they will be shown as "unauthorised" absent unless they can be marked as "not yet on roll" in the computer.

Under the 2006 Regulations (Regulation 5), schools must now put pupils on the Admissions register on the first day that the school expects them to attend **not**, as previously, when they first attend. Schools should also remember that all pupils on the Admissions register must also be entered on the Attendance register and their attendance recorded.

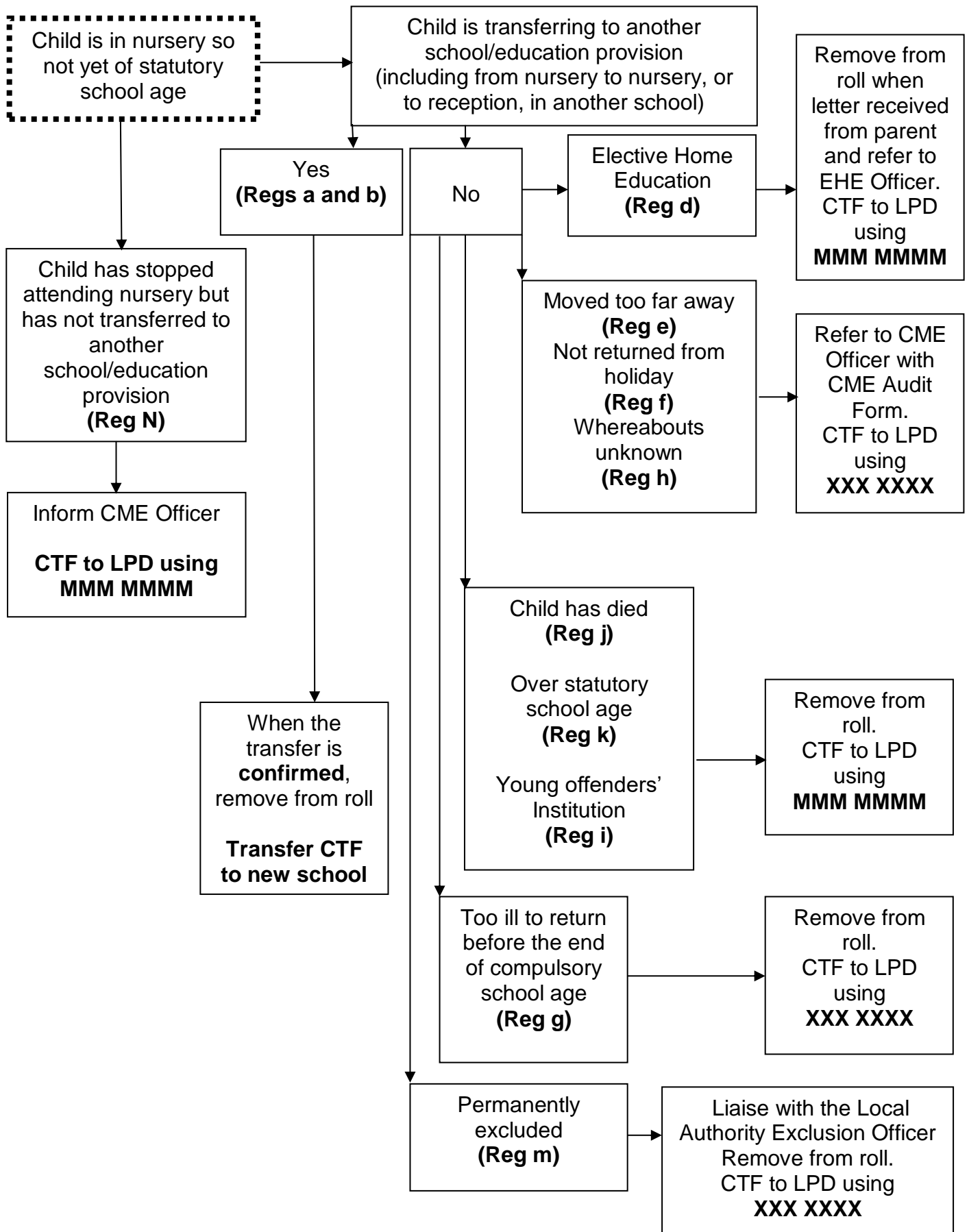
If a pupil is expected to arrive at a school, i.e. in a "pre-admission group", but does not, in fact, arrive to attend the school, the school should advise the local authority immediately and mark the pupil using code 'N'. When the school and local authority locate the pupil, they should mark the pupil accordingly. For example, if it is found that the pupil is at another school, the pupil can be treated as dual-registered (see Code D) and then removed from the school roll.

#### **Education (Pupil Registration) (England) Regulations 2006**

**5(3)** For the purposes of this regulation only, a pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

## Appendix 4

## Removing a child from a school roll



For each regulation, see pages 10 – 17. For **every** off-roll, an 'online off-roll' form must be completed and submitted to the Local Authority.



# Appendix 5



## Children Missing from Education – Audit Trail

Name of school:	
Name of child:	DOB:
Parent(s) name(s):	
Name(s) of sibling(s):	
School(s):	
Last known address:	
Telephone numbers:	
Email address:	
Last day in school:	EHC plan: Yes / No
Agencies involved:	Looked after child: Yes / No
<b>Actions taken to locate child, dates and responses</b> <b>Home visits (an essential action in determining if a child still lives at an address):</b> Telephone calls: Emails:	
Please add, or attach, any additional information	
Name ..... Job title..... Date.....	
<b>For Local Authority Children Missing Education Officer only:</b> Tenancy Audit email sent:.....Social Care check:..... Other action taken:	