**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**

**Author: Greg Vaughan, Manager, Education Statutory Services Team**

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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 School Attendance (Pupil Registration) (England) Regulations 2024:** |
|  | <https://www.legislation.gov.uk/uksi/2024/208/contents/made>  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 | **The following documents provide further essential guidance.** |
|  | DfE Working together to improve school attendance:  <https://www.gov.uk/government/publications/working-together-to-improve-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/sites/default/files/2023-02/Children%20Missing%20Education%20policy%20-%20November%202019.pdf**](https://www.lbbd.gov.uk/sites/default/files/2023-02/Children%20Missing%20Education%20policy%20-%20November%202019.pdf) |
| 1.4 | **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. |
| 1.5 | **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 childrenwho remain in the education system but whose destination school is unknown when the child leaves their current school.  Code **MMM MMMM** relates to childrenwho 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 attending 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. |
|  | Every Wednesday morning all schools **must** send anemail 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. |
| 2.5 | **Expected first day of attendance**  DfE Working Together to improve Attendance Page 62, para 206:  Schools must enter pupils’ names on the admission register on the first day that the school and a person with control of the pupil’s attendance have **agreed** that the pupil will attend the school.  If no date has been agreed or notified, the pupil’s name must be entered on the first day they **attend** the school. Names must be added before or at the beginning of the first session on that day.  (*T****he 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. A DfE approved mark must be entered in the attendance registers for each session that the school is open (AM and PM) for each named child.  The ‘Z’ code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. |
| 2.6 | **Non-arrival of an allocated child** |
|  | Schools are responsible for managing the attendance of children on their roll. This includes being proactive in contacting parents when children allocated to a school do not actually enrol and attend.  If a pupil fails to attend school on the agreed starting day, the school is expected to follow this up and try to establish the reason for absence.  If they are unable to locate the pupil, schools should notify the local authority (DfE guidance – Working Together to Improve Attendance, page 63, para 209).  Parents are advised to contact the school within 10 days from the date of the letter from Admissions informing them of the allocation.  Until a start date has been agreed, **or** the child has attended, the child is not on roll at the school. The child’s name must remain on the Admissions allocation list.    If a parent fails to contact the school; the school cannot contact the parent or the parent states that they do not want the place offered (and the child is of statutory school age) the responsibility for taking appropriate action lies, in the first instance, with the school   * **Family have moved home and their whereabouts are not known**: The school have established that the family do not live at the address and have not been able to contact the parent/s.   The borough’s CME Officer must be informed and will carry out further  checks. The CME Officer will let the school know if they can inform  Admissions to remove the child from their allocation list.   * **Parents decide to home educate**:  The school must inform the borough’s Elective Home Education (EHE) Officer. The EHE Officer will the contact the parents and will let the school know if they can inform Admissions to remove the child from their allocation list. * **Parent refuses to ensure the child enrols and attends (and the child has not enrolled at another school)**:  The school must inform the Local Authority as a School Attendance Order may need to be instituted. Please email: [EducationProsecutions@lbbd.gov.uk](mailto:EducationProsecutions@lbbd.gov.uk) |
|  | **Appendix 2** Flowchart - Ensuring an outcome for children allocated to a school. |
|  | ------------------------------------------------- |
| 3.0 | **Removing a child’s name from the school roll**  **All schools are required by law to inform their Local Authority when removing a child’s name from the school roll, including the sub-regulation being used (*The School Attendance (Pupil Registration) (England) Regulations 2024 – Reg. 13.-4*).**  **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**](https://www.lbbd.gov.uk/school-roll-pupil-to-be-deleted-from-school-register)  **An individual form must be completed and submitted for every child removed from roll and submitted within one school day of the child being removed from roll.**  **Please also use this form for children who are cohort leavers with no education destination.**  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:** [**EHCEnquiries@lbbd.gov.uk**](mailto:EHCEnquiries@lbbd.gov.uk) **or Telephone: 020 8227 2400** |
| 3.1  3.1.1  3.1.2  3.1.3  3.1.4  3.1.5  3.1.6  3.1.7  3.1.8  3.1.9  3.2.0  3.2.1  3.2.2  3.2.3  3.2.4  3.2.5  3.2.6 | **The School Attendance (Pupil Registration) (England) Regulations 2024.**  **Section 9.-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:   |  | | --- | | **Section 9 sub-regulations** | | **(a)** - the pupil has been registered at another school, unless—  (i) a school attendance order naming the school is in force in relation to the pupil;  (ii) the pupil is a mobile child, and the school is their main school; or  (iii) the proprietor has agreed with a person with control of the pupil’s attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school; | | **(b)** - the pupil was admitted to the school for nursery education and—  (I) they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but  (ii) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; | | **(c)** - the pupil is also registered as a pupil at one or more other schools and—  (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;  (ii) the proprietor of each other school where the pupil is registered has consented to the deletion;  (iii) there is no school attendance order naming the school in force in relation to the pupil; and  (iv) the pupil is not a mobile child or, if they are, the school is not their main school; | | **(d)** - a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school; | | **(e)** - a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school; | | **(f)** - a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and—  (i) that day has passed; and  (ii) there is no school attendance order naming the school in force in relation to the pupil; | | **(g)** - the pupil no longer normally lives a reasonable distance from the school and—  (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and  (ii) the pupil is not a boarder; | | **(h)** - the pupil has been given leave of absence and—  (i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and  (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but—  (aa) they have not succeeded; or  (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil’s attendance; | | **(i)** - the pupil has been continuously absent from the school for at least twenty school days and—  (i) The absence is not authorised;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and  (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but—  (aa) they have not succeeded; or  (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil’s attendance; | | **(j)** - the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence; | | **(k)** - the pupil has died | | **(L)** - the pupil will be over compulsory school age by the next time the school meets and—  (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or  (ii) the pupil does not meet the academic entry requirements to be transferred to the school’s sixth form; | | **(m)** - the pupil is a boarder at the school and—  (i) the school is a school maintained by a local authority or is an Academy;  (ii) charges for the pupil’s board and lodging are payable by a parent of the pupil; and  (iii) those charges remain unpaid by the parent at the end of the school term to which they relate; | | **(n)** - the pupil has ceased to be a pupil at the school and the school is not—  (i) a school maintained by a local authority; or  (ii) an Academy | | **(o)** - the pupil has been permanently excluded from the school.  **Reg 9.-(5)(C)** - the permanent exclusion of a pupil from a maintained school, pupil referral unit, Academy school or alternative provision Academy on disciplinary grounds does not take effect until the responsible body (as defined in section 51A of the Education Act 2002([**2**](https://www.legislation.gov.uk/uksi/2024/208/regulation/9/made#f00009))) has discharged its duties under the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012([**3**](https://www.legislation.gov.uk/uksi/2024/208/regulation/9/made#f00010)) and—  **(i)** the relevant person, within the meaning of those Regulations, has stated in writing that they do not intend to apply for a review under those Regulations;  **(ii)** the time for applying for a review has expired and no review has been applied for in that time; or  **(iii)** the relevant person has applied for a review within that time and—  **(aa)** they have abandoned the review;  **(bb)** the review panel has upheld the responsible body’s decision that the pupil should not be reinstated; or  **(cc)** the review panel has recommended or directed that the responsible body reconsider its decision and the responsible body has decided that the pupil should not be reinstated;  **(d)** the permanent exclusion of a pupil from a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the 1996 Act([**4**](https://www.legislation.gov.uk/uksi/2024/208/regulation/9/made#f00011)) and—  **(i)** the relevant person (within the meaning of that agreement) has stated in writing that they do not intend to bring an appeal;  **(ii)** the time for bringing an appeal has expired and no appeal has been brought within that time; or  **(iii)** an appeal brought within that time has been determined or abandoned. | | (2) If a registered pupil at a special school is of compulsory school age and became a registered pupil at that school under arrangements made by a local authority, the proprietor of that school must ensure that the pupil’s name is not deleted from the school’s admission register unless—  (a) - **D, E, K or O** (above) applies;  (b) the local authority who made those arrangements have given their consent to the deletion; or  (c) the local authority who made those arrangements have refused their consent, but the Secretary of State has directed that the pupil’s name be deleted. | | **(3)** - The proprietor of a school must ensure that the name of a **pupil who is not of compulsory school age** is deleted from the admission register when—  (a) the pupil is not a boarder, and the proprietor does not have reasonable grounds to believe that they will attend the school again;  (b) the pupil is a boarder and has ceased to be a pupil at the school;  (c) the pupil has been continuously absent from the school for at least twenty school days and—  (i) the pupil was not absent with leave at any point during that period;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and  (iii) the proprietor has made reasonable efforts to find out the pupil’s location and circumstances but—  (aa) has not succeeded; or  (bb) has succeeded and has no reasonable grounds to believe that the pupil will attend the school again;  (d) the pupil has died; or  (e) the pupil has been permanently excluded from the school. |   **-----------------------------------------------------------------** |
| 4.0 | 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: |
| 4.1.1 | |  | | --- | | **(a) - the child has been registered at another school** | | When it has **been confirmed** that a child has transferred 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.  NB if the child is dual-registered, see ‘**C**’ | | |
| 4.1.2 | |  | | --- | | **(b) – Where a nursery child does not transfer to the reception of the same school** | | Pupil was admitted to the school for Nursery, but there are reasonable grounds to believe that the pupil will not attend the school again.   |  | | --- | | **Action** Children are of not of compulsory school age until the start of the term aftertheir 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. | |
| 4.1.3 | **(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). | |
|  | **Dual roll with alternative provisions** |
|  | Children who attend alternative education provisions because they are on respite, or fixed term exclusions, must be dual-registered. |
| 4.1.4  4.1.5 | **(d) – The name of a School in a School Attendance Order (SAO) has been changed.**  If a school is named in an SAO, the place must remain available to the child who is named in that order. If a child enrolled at the school following the issue of an SAO, but the Local Authority has now named another school in that SAO then the child can be removed from roll.   |  | | --- | | **Action** 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. |   **(e) – The School Attendance Order (SAO) has been revoked because the parent is home educating the child.**   |  | | --- | | **Action**  The child can be removed from the school roll using code **‘MMM MMMM’**. This will ensure that the CTF goes to the LPD. | |
| 4.1.6 | |  | | --- | | **(f) - 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**. If a parent decides to home educate their child, they must put it in writing to the school.  This regulation states that “**a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school**”.  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 school weeks of the parent’s decision it has been established that the parent either can’t, or has decided to cease, home education then Admissions will allocate the last school attended (if it was in this borough) - 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. | | | Please see the borough’s Elective Home Education policy:  <https://www.lbbd.gov.uk/schools-and-learning/home-education> | |
| 4.1.7 | **(g) - the pupil no longer normally lives a reasonable distance from the school** |
| 4.1.8 | To use this sub-regulation;   1. There is confirmation that the child now lives at the new address; 2. The child has stopped attending and, 3. 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. 4. The family have moved abroad.   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 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 theCTF from the LPD.  If the child has moved to a new address in the UK - Following receipt of the ‘Off-Roll’ form, the CME Officer will contact the new Local Authority. |   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.   |  | | --- | | **(g1\*) - Children Who have left the country**  Schools should, as far as is reasonably possible establish a new address and/or school in the country that the child has moved to.  It is recommended that schools undertake a home visit to satisfy themselves that the family have actually moved.  If there are safeguarding concerns, the school should submit a MARF to Social Care. If the child has an allocated social worker, the school must inform that social worker immediately.  *\*For use in the borough’s off-roll form only* | |
| 4.1.9 | **(h) - Child has not returned on the agreed date following an authorised term-time leave of absence** |
|  | |  | | --- | | The School Attendance (Pupil Registration) (England) Regulations 2024:  **Sect 11.**—(1) Leave of absence from a school maintained by a local authority may only be given by a person in the school who is authorised to do so.  **Sub-sect 11.-(11):**   1. If an appropriate person\* has asked for the leave in advance; **and** 2. the authorised person thinks that leave should be given because of the exceptional circumstances of the request.   \*Person who has control of the child’s attendance. |   This regulation relates to children who have not returned to school, on the day they should have done, following an **authorised** leave of absence.  A child can be removed from roll if:  i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and  (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but—  (aa) they have not succeeded; or  (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil’s attendance  For a pupil to be removed from the school roll under this sub-section, **all** 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 4)**. 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. | |
| 4.2.0  4.2.1  4.2.2  4.2.3  4.2.4  4.2.5  4.2.6 | |  | | --- | | **(i) - Where a child has been continuously absent from the school for a period of not less than 20 school days).** | | A child can be removed from roll if:  i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and  (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but—  (aa) they have not succeeded; or  (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil’s attendance  For a pupil to be removed from the school roll under this sub-section, **all** 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 the child 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. | |  |  | | --- | | **(j) - Where a child is placed in a Young Offenders Institution (YOI)** | | If a child is detained in a YOI and the Headteacher does not have reasonable grounds to believe that the pupil will return to the school when released, 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. | | **(k) - 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 rollusing code **‘MMM MMMM’**.   |  | | --- | | **(L) - Where children will be over compulsory school age by the start of the next academic year**  A child can be removed from roll if there are reasonable grounds to believe that the pupil will not attend the school again, or the child does not meet the academic entry requirements to be transferred to the school’s sixth form. | | The last day of compulsory education is the last Friday in 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. |   **NB this does not apply to the Year 11 cohort**. | | | | **(m) - the pupil is a boarder at the school and**  (i) the school is a school maintained by a local authority or is an Academy;  (ii) charges for the pupil’s board and lodging are payable by a parent of the pupil; and  (iii) those charges remain unpaid by the parent at the end of the school term to which they relate; |  |  | | --- | | **(n) - the pupil has ceased to be a pupil at the school and the school is not**  (i) a school maintained by a local authority; or  (ii) an Academy  This sub-regulation applies to schools not specified above e.g. Independent .  The Local Authority CME Officer (email: [accessattendance@lbbd.gov.uk](mailto:accessattendance@lbbd.gov.uk) phone: 020 8227 2151), must be informed, by the next day, of the name of any child 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). |  |  | | --- | | **(o) - When a child has been permanently excluded** | | The School Attendance (Pupil Registration) (England) Regulations 2024  Reg 9.-(5)(C) - the permanent exclusion of a pupil from a maintained school, pupil referral unit, Academy school or alternative provision Academy on disciplinary grounds does not take effect until the responsible body (as defined in section 51A of the Education Act 2002) has discharged its duties under the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012) and—  (i) the relevant person, within the meaning of those Regulations, has stated in writing that they do not intend to apply for a review under those Regulations;  (ii) the time for applying for a review has expired and no review has been applied for in that time; or  (iii) the relevant person has applied for a review within that time and—  (aa) they have abandoned the review;  (bb) the review panel has upheld the responsible body’s decision that the pupil should not be reinstated; or  (cc) the review panel has recommended or directed that the responsible body reconsider its decision and the responsible body has decided that the pupil should not be reinstated;  (d) the permanent exclusion of a pupil from a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the 1996 Act and—  (i) the relevant person (within the meaning of that agreement) has stated in writing that they do not intend to bring an appeal;  (ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or  (iii) an appeal brought within that time has been determined or abandoned. | | |  | | --- | | **Action**  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 allocated to Mayesbrook Park School. | | |
| 5.0 | **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.  If a child has an EHCP and is on roll at a special school as arranged by the Local Authority, then that child cannot be removed from roll without Local Authority consent unless:   1. Another school is named in a School Attendance Order 2. A School Attendance Order is revoked because a parent has elected to home educate. 3. The Secretary of State for Education directs the child to be removed from roll.   NB When removing a child with Special Education Needs but no EHCP, there is no need to involve the EHCT. |
|  |  |

**Appendix 1**

**Admissions – How children are allocated a school place.**

**In-borough Transfer Applications**

**Permanently excluded pupils.**

**Cohort Applications and In Year Applications**

The Tuition Centre will advise Admissions when a child is ready for mainstream school. Schools are on a rota system to accept permanently excluded pupils. Admissions will liaise with the school regarding placement.

Parents can request up to 3 preferences to transfer between LBBD schools. Where a vacancy exists, parent is sent an offer letter advising to contact school within 10 days. School are sent a list of new allocations on a weekly basis.

**Reception**

If parent is offered a placement at the preferred school, then offer letter sent to parents advising that school will be in contact. Schools are given a list of allocations to follow up on.

**Primary to secondary**

Parents can request up to six preferred schools.  
If preferred school offered then offer letter sent to parents advising that school will be in contact. School are given a list of allocations to follow up on.

**Infant to Junior**  
Children will automatically transfer to the linked junior school.

**Fair Access Cases**

If child has particular vulnerabilities/ behavioural/severe attendance issues etc., these cases are considered under the Fair Access Protocol. Admissions liaise with the parents and the preferred schools to determine a placement. Some of these cases will be heard at the Education Placement Panel if an alternative provision is required.

**In year Applications**

Parents can request up to 3 preferred schools.  
If preferred school offered then offer letter sent advising to contact school within 10 days. School is sent given a list of new allocations on a weekly basis.

If parent wishes to apply for a different school, they must complete an application form. Parents can request up to 3 preferred schools.

If parents do not receive any of their preferences, they are offered the nearest school to their home address with vacancy (NSV)

**Appeals**Parents are given right of appeal for any schools that has been requested and Admissions have turned down. Appeals are heard by an Independent Appeals Panel who decide whether Admissions have followed all the correct procedures and whether the child should be given a place. If the appeal is lost, then parents should send their child to the allocated school. The Panel’s decision is final and binding. The local authority is not involved.

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

**Appendix 2**

**Admissions allocate a school place.**

**This flowchart does not apply if the child is already on roll at a school and seeking a transfer, or if it’s a reserved place.**

**Child appears on the school’s allocation list but is not put on roll.**

**Child attends**

**School contact family to arrange admission within**

**10 days**

**Parents decide to home educate.**

**School informs Admissions and child is removed from allocations list\***

**Child does not attend.**

**School informs the L.A EHE Officer. If agreed, school informs Admissions to remove child from allocations list\***

**School investigates**

**non-attendance, including home visits.**

**Family have**

**moved away.**

**Child is at the address, not in education and does not enrol & attend.**

**Child attends**

**School to liaise with the L.A CME Officer. If agreed school to inform Admissions so that the child is removed from allocations list\***

**School to liaise with the L.A to institute a School Attendance Order.**

**\*Child stays on the Admissions allocation list until on roll at a school; confirmed as EHE or CME. If the child’s name remains on the allocation list for 20 days, the Admissions Officer should inform the Admissions Manager.**

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**Removing a child from a school roll**

**Appendix 3**

Child is in nursery so not yet of statutory school age.

Child is transferring to another school or education provision (including dual-registered and Nursery/Reception to another school)

Remove from roll when agreed with the EHE Officer.

CTF to LPD using  
**MMM MMMM**

Elective Home Education  
**(Reg f)**

Permanently excluded  
**(Reg o)**

No

Yes

**(Regs a and c)**

Child has stopped attending nursery but has not transferred to another school/education provision.

**(Reg N)**

Moved too far away  
**(Reg g)**

Not returned from holiday  
**(Reg h)**

Whereabouts unknown  
**(Reg i)**

Remove from roll when agreed with the CME Officer.

CTF to LPD using  
**XXX XXXX**

Inform CME Officer

**CTF to LPD using MMM MMMM**

Child has died  
**(Reg k)**

Over statutory school age  
**(Reg L)**

Young offenders’ Institution  
**(Reg j)**

Remove from roll.

CTF to LPD using  
**MMM MMMM**

When the transfer is **confirmed**, remove from roll.

**Transfer CTF to new school**

Liaise with the Local Authority Exclusion Officer

Remove from roll.

CTF to LPD using  
**XXX XXXX**

For each regulation, seepages 9-20. For **every** off-roll, an ‘off-roll’ form must be completed and submitted to the Local Authority.

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No

Liaise with local authority Exclusion Officer  
**XXX XXXX**

Permanently excluded  
**(Reg m)**

Inform Attendance Officer  
 **XXX XXXX**

Remove from roll  
**MMM MMMM**

**Children Missing from Education – Audit Trail**

**Appendix 4**

|  |  |
| --- | --- |
| **Name of School:** | |
| **Name of child:** | **DOB:**  **Yr. Grp:** |
| **Parent(s) Name(s):** | |
| **Name(s) of sibling(s):** | |
| **Last known address:** | |
| **Telephone numbers:** | |
| **Email address:** | |
| **Date of last day in school:** | **EHC plan: Yes / No** |
| **Agencies involved:** | **Looked after child: Yes / No** |
| **Actions taken to locate child - dates and responses.**  **Date and outcome of home visits:**  **Date and outcome of telephone calls:**  **Date and outcome of emails:** | |
| **Please add, or attach, any additional information** | |
| **Name ………………………………………………………………………………………….**  **Job title…………………………………………………….Date…………………………….** | |

Updated: 28/2/23

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