Deletion of Pupils from School Roll: Guidance for Schools

These guidance notes should be used in conjunction with existing local procedures and codes of practice relating to Children Protection & Safeguarding, Special Educational Needs and School Exclusions.

1 Introduction

Schools are permitted to remove compulsory-school-aged children from roll only under certain circumstances defined in Education (Pupil Registration) (England) Regulations 2006.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

Pupils must not be deleted from the school roll without authorisation from the head teacher or other designated person.

2 Transfer of data

Common Transfer File (CTF)

Whenever a pupil is deleted from a school roll, the school has a statutory duty to upload a CTF to the Department for Education (DfE) School-to-School (S2S) website. The Education (Pupil Information) (England) Regulations 2005 describe the information that must be transferred and the method of transfer.

The school releasing the pupil must send a CTF to the new school within 15 school days of deregistration. Where possible, the CTF should be sent to the new school before the pupil leaves. This applies to any transfer at any time between educational establishments for pupils aged 3 to 16 years (Nursery to end of Year 11).

When generating a CTF, the following codes should be used

- local authority number (where new school is based) followed by the new school number (for DfE registered schools)

- XXX XXXXX where the destination school is not known or the pupil is missing

- MMM MMMM where the destination school is outside the maintained sector (independent) or the child is being educated otherwise than at school or the child has moved outside England or Wales.

School Attendance Module (SAM)

When removing pupils from roll, schools must update the Attendance Count on SAM in accordance with School Admissions Team Guidance. This applies to pupils leaving Reception through to Year 11 pupils.
3 Prescribed grounds under which pupils can be taken off-roll and notification to the Local Authority

Education (Pupil Registration) (England) Regulations 2006 – Regulation 8 sets out the criteria under which compulsory-school-aged children can be removed from school roll, summarised as follows:

**8 (1) (a) The Local Authority is approving a change of provision for a pupil subject to a School Attendance Order (SAO)**

A pupil who is subject to an SAO must not be removed from roll unless the Local Authority has substituted the school named on the SAO with a new school or revoked the order on the grounds that suitable education has been arranged otherwise than at school.

**8 (1) (b) The pupil has been registered at another school (no dual-roll agreement)**

A pupil who becomes registered at a new school can be removed from the roll of the previous school from the last date of attendance.

The pupil must not be deleted from roll until the new school placement and date of registration have been confirmed.

**8 (1) (c) The pupil is on dual roll and ceases to attend one of the schools**

A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school is in agreement.

**8 (1) (d) The parent(s) have elected to home-educate (EHE)**

Parents have a right to withdraw their child from a school in favour of home education. The child must not be removed from the school roll until the parent has given written notification of their decision to educate the child at home.

Parents sometimes use this option when there are problems for their child at school. It would not be appropriate for school staff to encourage EHE as a solution to difficult issues as this is unlikely to be in the best interests of the child.

The school - not the parent - has a legal duty to notify the Local Authority when deleting a child from roll under this criterion. Schools should do this via the EHE Notification Form (see Appendix 2).

**8 (1) (e) The pupil has ceased to attend and is no longer residing within reasonable distance to the school**

Pupils can be deleted from roll where the distance to school is deemed unreasonable and the parent has no intention of maintaining the school place. Distance also comprises ease of access. A public transport journey time in excess of 75 minutes for secondary school pupil would be unreasonable. A walking distance exceeding two miles would be unreasonable for a primary school pupil.

Schools may remove a child from roll under this criterion without waiting for confirmation of a school transfer. However, the school must obtain details of the child’s new address.
to enable a referral to the receiving local authority and reduce the risk of the child falling out of the education system.

Where a parent has notified the school that the child is leaving the country and the school has reason for concern, such as a history of poor attendance or safeguarding issues, the parent should be asked to provide proof of travel.

The school need only notify the Local Authority when removing a pupil from roll whose onward education has not been confirmed. This does not apply to children who have gone to live abroad or outside England or Wales, unless the school has concerns of a safeguarding nature. Referrals in such cases should be made via the CME Referral Form (see Appendix 3).

8 (1) (f) The pupil has failed to return following authorised leave of absence exceeding 10 school days for the purpose of a holiday

A pupil who has failed to return following extended authorised leave of absence can be removed from roll providing all three of the following three conditions are fulfilled:

i. The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted

ii. there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause

iii. both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child’s whereabouts.

Primary schools should seek assistance from their designated Education Welfare Officer (EWO). The EWO will support the school’s efforts to locate the child and carry out a visit to the child’s last known address where appropriate.

Secondary schools may make a referral to Targeted Youth Support (TYS). The allocated TYS worker will support the school’s efforts to trace the child.

Schools must notify the Local Authority when deleting a child from roll under this criterion if they have any concerns about the child’s safety or welfare. Referrals should be made via the CME Referral Form (see Appendix 3).

8 (1) (g) The pupil is certified too ill to pursue education

This will apply on the very rare occasion when a pupil has a terminal or serious medical condition and is deemed medically unfit to continue with education. An appropriate medical professional will need to certify that the pupil is unlikely to be in a fit state of health to return to school before ceasing to be of compulsory school age. Removal from roll is not permitted if there is any indication from parent or pupil of the intention to continue to attend the school post compulsory school age.

The school is legally required to notify the Local Authority when removing a pupil from roll under this criterion. Schools should notify the Local Authority CME Referral Form (see Appendix 3).

Please note: this should not be confused with pupils who are medically unfit to attend school for a prolonged period of time and require outreach home tuition through Barnet’s Hospital and Home Tuition Team.
8 (1) (h) The pupil has been missing from school for 20 days or more continuously

Schools may remove missing children from roll providing all three of the following conditions are fulfilled:

i. At no time was the absence during that period authorised by the school

ii. there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause

iii. both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child’s whereabouts.

During the first ten days of absence, schools must make reasonable attempts to locate the child and facilitate his/her safe return to school. Enquiries should include writing to the parents, attempting to make telephone contact with parents, appropriate friends and relatives, speaking to other children and parents and home visits.

Primary schools should seek assistance from their designated Education Welfare Officer (EWO), from Day 11 of the child’s absence if not sooner. The EWO will support the school’s efforts to locate the child and carry out a visit to the child’s last known address where appropriate.

Secondary schools should make a referral to Targeted Youth Support (TYS). The allocated TYS worker will support the school’s efforts to trace the child.

Schools must notify the Local Authority when deleting a child from roll under this criterion. A referral should be made via the CME Referral Form (see Appendix 3)

8 (1) (h) The Pupil has been given a custodial sentence for four months or longer as a result of a final order

A child who is taken into custody for four months or more as a result of a final order can be taken off roll, unless the school has reason to believe that he/she will return to the school at the end of the period.

Schools must not deregister a pupil who is remanded in custody and awaiting a trial or hearing at a future date.

Schools must consult with the Local Authority’s Education Welfare Officer in the Youth Offending Service before removing a child from roll under this criterion. Please refer to the ‘List of Contacts’ included in this guidance for details of the relevant contact person.

8 (1) (j) Death of pupil

In the very tragic circumstance that a pupil dies, the school should remove the child from roll upon notification of the death.

8 (1) (k) The pupil is above compulsory school age

This applies to Year 11 pupils who do not wish to return to the school in the following academic year. The official school leaving date for Year 11 pupils is the last Friday in the month of June, in the school year in which they turn 16.
This may also apply to the small minority of pupils who have been moved into a lower year group but have reached the end of their official school-leaving age. Such pupils must be given an opportunity to confirm their intention to continue attending, or not.

School-leavers under this category who are at risk of becoming NEET (not in education, employment or training) should be referred to the Target Youth Support Team (TYS). Referrals should be made via the Common Assessment Framework (CAF) Pre-assessment Checklist.

8 (1) (l) The pupil is leaving a school that is not maintained by the government

This relates to pupils leaving the roll of a school in the independent sector. It is not relevant to government-maintained schools, academies and free schools in Barnet.

8 (1) (m) The pupil has been permanently excluded

The permanent exclusion of a pupil does not take effect until the deadline for an independent appeal has expired or the decision to permanently exclude has been upheld at the appeal hearing.

Schools must notify the Local Authority Exclusions Officer on the first day of the exclusion and comply with existing procedures for schools exclusions.

8 (1) (k) and 8(3) Nursery child leaving school

This applies to children who have been admitted to a school to receive nursery education and are not transferring to Reception or a higher class at the school.

Although it is not a legal requirement to upload a CTF for children who have not reached compulsory school age (the start of the school term following their fifth birthday), it is good practice to do so.
**OFF-ROLL CHECKLIST**
**DELETION OF PUPIL FROM THE SCHOOL ADMISSION REGISTER**
THE EDUCATION (PUPIL REGISTRATION) (ENGLAND) REGULATIONS 2006

*Schools must consult with the Local Authority before removing a pupil from roll where there is any doubt about the legality of deletion, safe-guarding or attendance concerns*

<table>
<thead>
<tr>
<th>Reason for deletion</th>
<th>Conditions for removal from roll</th>
</tr>
</thead>
</table>
| (a) Local Authority has approved change of education provision for a pupil subject to a School Attendance Order | (i) The Local Authority has substituted the school named on the School Attendance Order with another school  
or  
(ii) School Attendance Order has been revoked on the grounds that child is receiving suitable education otherwise than at school. |
| (b) Pupil is registered at another school (no dual roll arrangement in place)       | Notification of school transfer and details of new school received from parent / carer. Placement and start date confirmed by new school. |
| (c) Pupil on dual roll has ceased to attend                                         | Removal from roll has been agreed by the dual school, where pupil remains on roll. |
| (d) Pupil receiving education otherwise than at school (Elective Home Education)   | The parent has given the school written notification of their decision to home educate their child. |
| (e) Pupil has stopped attending and home-school distance is unreasonable             | Primary schools: Home-school distance is over two miles (walking distance)  
Secondary schools: Home-school distance is over three miles and public transport journey time is exceeds 75 minutes. |
| (f) Pupil has failed to return following authorised extended leave of absence       | (i) pupil has failed to attend within the ten school days following expiry of extended leave  
and  
(ii) there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause  
and  
(iii) both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child’s whereabouts. |

**School Checklist**

| CTF Code                                                                 | Use DfE no. for receiving school, where known.  
Use XXXXXXX for missing pupils / new school unknown.  
Use MMM MMMM for transfer to independent school; EHE or where pupil moving outside England or Wales. |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Approved by Local Authority prior to deletion | CTF uploaded  
SAM updated |
| School transfer and start date confirmed | CTF uploaded  
SAM updated |
| CTF uploaded (as applicable)  
SAM updated | |
| New address details / destination country recorded | CTF uploaded  
SAM updated |
| Referred to LA (Appendix 3 – CME Referral Form) | CTF uploaded  
SAM updated |
| Consulted with EWO / TYS | CTF uploaded  
SAM updated |
| Referred to LA (Appendix 3 – CME Referral Form) | CTF uploaded  
SAM updated |
| (Except where child has moved outside England or Wales) | |
| (g) Pupil is **medically unfit** to attend school (certified by relevant medical professional) | (i) Pupil is unlikely to regain fitness before reaching end of compulsory school age  
(ii) there is no indication of intention to attend beyond compulsory school age.  
Referral to LA (Appendix 4 – CME Referral Form) |
| (h) Pupil has been **absent continuously** for at least 20 school days | (i) Absences are all unauthorised  
(ii) there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause  
(iii) both the school and the Local Authority have made reasonable enquiries and failed to ascertain where the pupil’s whereabouts.  
Referred to LA (Appendix 3 – CME Referral Form) |
| (i) Pupil has been given a **custodial sentence** for four months or longer as a result of a final order | Formally notified and approved from Youth Offending Service. |
| (j) Death of pupil | Formal notification received. |
| (k) Child above **statutory school age** | Neither child nor parent has indicated an intention for continued attendance.  
Referred to LA (Appendix 4 – TYS Referral Form) (Where the child is at risk of becoming NEET) |
| (l) Pupil leaving **independent school** |  |
| (m) Permanent exclusion | Deadline for independent appeal has expired or decision upheld at appeal hearing.  
Approved by LA Exclusions Officer |
| (n) **Nursery** child not transferring to higher class. | CTF uploaded (where child transferring to new school) |

Please note:  
Guidance must be used in conjunction with existing procedures / codes of practice relating to Child Protection & Safeguarding, Special Education Needs and School Exclusions.
### Elective Home Education Notification to Local Authority

School to complete when deleting a child from admission roll under Regulation Code’d’ (Elective Home Education)

<table>
<thead>
<tr>
<th>School</th>
<th>Off-roll date</th>
<th>Date of last attendance</th>
</tr>
</thead>
</table>

#### CHILD’S DETAILS

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename</th>
<th>Date of birth</th>
<th>Year</th>
<th>Male/Female</th>
<th>Ethnicity</th>
</tr>
</thead>
</table>

- [ ] Child in care
- [ ] Child Protection Plan
- [ ] Child in Need
- [ ] Common Assessment Framework (CAF)
- [ ] Special Education Needs (SEN): School action
- [ ] School action plus
- [ ] SEN Statement (Please attach details)

#### Home address

<table>
<thead>
<tr>
<th>Home address</th>
<th>Postcode</th>
<th>Borough of residence</th>
<th>Parent / Carer</th>
<th>Tel number(s)</th>
</tr>
</thead>
</table>

#### Main Reason given by parent/carer for decision to home educate

- [ ] Religious or cultural beliefs
- [ ] Philosophical or ideological views
- [ ] Disagreement with school
- [ ] Alleged bullying
- [ ] Distance / access to school
- [ ] Child refusing / unwilling to attend
- [ ] Awaiting potential offer at a preferred school
- [ ] Other (please specify)

#### Other relevant information (please include details of any concerns about child’s safety / welfare)

<table>
<thead>
<tr>
<th>Referrer</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Helmore, Advisory Teacher, High Incidence Support Team</td>
<td>North London Business Park, Oakeigh Road South, London N11 1NP</td>
<td>Tel No: 020 8359 7691</td>
</tr>
</tbody>
</table>

Return via post or USO-FX to: Mary Helmore, Advisory Teacher, High Incidence Support Team, North London Business Park, Oakeigh Road South, London N11 1NP, Tel No: 020 8359 7691.
Child Missing Education (CME) Referral from school to Local Authority
School to complete when de-registering a pupil who is potentially at risk of missing education
(Refer to Off Roll Guidance / Checklist)

<table>
<thead>
<tr>
<th>School</th>
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Child in care ☐ Child Protection Plan ☐ Child in Need ☐ Common Assessment Framework(CAF) ☐

Home address

Postcode

Tel number(s)

Reason for deletion | Tick as applicable | Additional information required
--------------------|-------------------|---------------------------------|
Home-school distance unreasonable | ☐ | New address: |
Failure to return following extended leave of absence | ☐ | Brief details of work undertaken by school: |
Missing for 20 days or more continually | ☐ | Brief details of work undertaken by school: |
Other reason | ☐ | Please specify and give brief details: |

Other relevant information (please include details of any concerns about child’s safety / welfare)

Referrer: | Return form by post or USO-FX to |
Position: | Ferzana Arif, CME Officer |
Date: | London Borough Of Barnet, North London Business Park |
| | Oakleigh Road South, London N11 1NP |
| | Tel: 020 8359 3151 / 07908 793581 |
### Useful contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alison Dawes</td>
<td>Head of Education Partnership &amp; Commercial Services</td>
<td>020 8359 7684</td>
<td><a href="mailto:alison.dawes@barnet.gov.uk">alison.dawes@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Trevor Orr</td>
<td>Education Welfare Team Manager</td>
<td>020 8359 7716</td>
<td><a href="mailto:trevor.orr@barnet.gov.uk">trevor.orr@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Liz Ferrie</td>
<td>School Admission Team Manager</td>
<td>020 8359 7652</td>
<td><a href="mailto:liz.ferrie@barnet.gov.uk">liz.ferrie@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Ferzana Arif</td>
<td>Children Missing Education (CME) Officer</td>
<td>020 8359 3151</td>
<td><a href="mailto:ferzana.arif@barnet.gov.uk">ferzana.arif@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Mary Helmore</td>
<td>Advisory Teacher / EHE co-ordinator</td>
<td>020 8359 7691</td>
<td><a href="mailto:mary.helmore@barnet.gov.uk">mary.helmore@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Jane Morris</td>
<td>Exclusions Officer</td>
<td>020 8359 7743</td>
<td><a href="mailto:jane.morris@barnet.gov.uk">jane.morris@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Jenny Jones</td>
<td>Youth Offending Service - EWO</td>
<td>020 8359 7749</td>
<td><a href="mailto:jenny.jones@barnet.gov.uk">jenny.jones@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Kim Price</td>
<td>Home &amp; Hospital Tuition Team Manager</td>
<td>020 8359 7734</td>
<td><a href="mailto:kim.price@barnet.gov.uk">kim.price@barnet.gov.uk</a></td>
</tr>
<tr>
<td>Karen Ali</td>
<td>Targeted Youth Support Manager</td>
<td>020 8359 7808</td>
<td><a href="mailto:karen.ali@barnet.gov.uk">karen.ali@barnet.gov.uk</a></td>
</tr>
</tbody>
</table>

### Related legislation

#### Attendance and Pupil Registration:
- Education Act 1996 (ss 7, 8, 14 & 19)
- Education Act 2002 (s21)
- Education and Inspections Act 2006 (ss 4 & 38)
- The Education (Pupil Registration) (England) Regulations 2005
- The Education (Pupil Registration) (England) Regulations 2006

#### Child protection:
- Children Act 1989 (ss 17 & 47)
- Children Act 2004 (ss 10,11, 12 & 17)
- Education Act 2002 (s175)