

CHILDREN'S SERVICES

REMOVAL FROM SCHOOL ROLL – guidance for schools

(The Education (Pupil Registration) (England) Regulations 2006)

Unlawful removal of a child from the roll of a school/academy can be dangerous with potential implications for safeguarding. Please ensure where possible you have confirmation of the new educational provision the pupil is transferring to before removing a child from your roll. You have a duty to inform your local authority of all children who are removed from your school roll, through submission of the mandatory 'Starters and Leavers' returns to School Admissions. In addition you should notify the new borough of residence, in cases where you have been provided with a new address for the family, and the local authority where the child lives.

Circumstances in which a child can be removed from a school/academy roll:

- 1. Child is transferred to roll at another place of education** and name and address of same has been established.
Action: information about child should be passed to staff in the new school and common transfer file (CTF) via s2s website.
- 2. Child has been absent for 20 continuous school days or more without explanation or authorisation;** school/academy has made all reasonable enquiries as to child's whereabouts and local authority where child resides confirms child cannot be found. **Action:** child must remain on roll until reasonable enquiries completed, even if this absence exceeds 20 days.
- 3. Child has failed to return from previously authorised leave within 10 school days of the agreed return date. The total absence period, including the authorised leave period, must be equal to or more than 20 school days.** **Action:** School/academy staff must make sure child does not have good reason for failing to return on agreed date. The school/academy and local authority must make reasonable enquiries to locate child. Child must remain on roll until the enquiries have been concluded
- 4. Child has ceased to attend school and no longer ordinarily resides at a place which is reasonable distance from the school at which he/she is registered.** **Action:** School/Academy should try to obtain the new address and school details if available, from the parent/carer. If *in* the UK, appropriate members of staff in the local authority that the child has moved to, are notified. It is imperative that the school the child has left, have received confirmation of receipt of the notification. If the child is *not* in the UK, key considerations will be ensuring, as far as possible, the child's ongoing education. Wherever a family have reportedly moved to, being satisfied there are no reason to have any safeguarding concerns is a priority.
- 5. Parents/carers have withdrawn child from school/academy and have given written notice that child will be educated otherwise than at school*.** (It is unlawful for school/academies to encourage parents/carers to educate children at home as a way of avoiding an issue staff in school should be tackling.) **Action:** If parents/carers indicate

desire to educate children at home, the matter should be referred to the ACE team or the child's borough of residence if not Hammersmith & Fulham.

*This does not apply if a child is attending your school in compliance with a School Attendance Order.

6. Child is in custody for period exceeding four months and there is no reason to think that he/she will return to school at the end of that period.

Action: Child detained for purely medical reasons should not be treated as child in custody.

7. Child has been permanently excluded.

Action: Removal from roll cannot take place until outcome of any appeal known.

8. Child is medically unfit and will remain so until after his or her official leaving date.

Action: School/academy staff must gather substantial medical evidence and work with other agencies to find other suitable education enabling dual registration.

9. Child has died.

***There is different consideration for Special (SEND) schools.**

If you need further clarification about removing a child from roll, please contact Attendance, Child Employment/Licensing & Elective Home Education/Children Missing Education (ACE) team.