**Removal from School Roll Form**

**Notification to Solihull MBC of the Removal of a Pupil from the School Roll**

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| **Child Name:** |  | **Date of Birth:** |  |
| **Last known address:** |  | **New Address:*****(if known)*** |  |
| **Date of Last Attendance:** |  | **Date of Leaving:***(as on SIMS)* |  |
| **Destination School:** |  |
| **Confirmed started at new provision?** | **Yes / No****(delete as appropriate)** | **If Yes, Start Date at New Provision:** |  |
|  |
| **Reason Number & Requirements** |
| **8.1.a** | **School Attendance Order.**[ ]  CTF uploaded to S2S  | **8.1.h** | **Pupil’s whereabouts are unknown.**[ ]  School and CME & Pupil Tracking Team have agreed to the  pupil being removed from roll.[ ]  School have written to last known address[ ]  CTF uploaded to S2S |
| **8.1.b** | **Pupil transfers to an alternative school.**[ ]  Confirmed started at alternative school[ ]  CTF uploaded to S2S | **8.1.i** | **A pupil is in custody.**[ ]  CTF uploaded to S2S [ ]  Parents informed pupil taken off roll  |
| **8.1.c** | **The pupil is on dual roll and ceases to attend one of these schools.**[ ]  Confirmed with other School dual roll ceased [ ]  Parents informed pupil no longer dual roll [ ]  CTF uploaded to S2S | **8.1.j** | **A pupil has died.**[ ]  Child Death Review Manager informed [ ]  Local Authority informedNo CTC upload is required |
| **8.1.d** | **Pupil has been withdrawn from the roll by parents/carers and will be educated otherwise than at school.**[ ]  Parent letter sent to EHE team in home LA[ ]  CTF uploaded to S2S [ ]  Copy of parents letter attached | **8.1.k** | **Pupil has completed compulsory school age.**No CTF or removal from roll required |
| **8.1.e** | **Pupil is known to have moved home address but the new school placement is unknown.**[ ]  Distance to new address is unreasonable [ ]  CTF uploaded to S2S[ ]  School have informed parents/carers pupil has been  taken off roll  | **8.1.l** | **The pupil is leaving a school that is not maintained by the government.**Not applicable to government-maintained schools, academies and free schools in Solihull. |
| **8.1.f** | **Pupil has failed to return from previously authorised extended leave.**[ ]  School and the CME & Pupil Tracking Team have  agreed all reasonable enquiries have been carried out.[ ]  School have written to last known address[ ]  CTF uploaded to S2S | **8.1.m** | **Pupil has been permanently excluded.**[ ]  Local Authority Exclusions Officer informed [ ]  CTF uploaded to DFE no. for new provision [ ]  Parents aware pupil taken off roll  |
| **8.1.g** | **A pupil is medically unfit and will remain so until after his/her official leaving date.**[ ]  New provision agreed now full roll with them[ ]  CTF uploaded to S2S [ ]  Parents informed pupil being taken off roll  | **8.1.n** | **Nursery child leaving school.**[ ]  CTF uploaded to S2S  |
|  |
| **I can confirm that all specified actions have been undertaken** |
| **Your School:** |  | **Date:** |  |
| **Your Name:** |  | **Your Position:** |  |

**Please send the completed form to:** childrenmissingeducation@solihull.gov.uk

**The CME & Pupil Tracking Team can be contacted on:** 0121 704 6145