



# Removing Pupils from Roll

## Guidance for Schools/ Academies

**December 2016**

# Removing Pupils from Roll

## Guidance for Schools

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# Removing Pupils from Roll

## Guidance for Schools

Solihull Council is committed to ensuring that all pupils who are removed from school rolls are tracked into new provision or referred to the relevant agency.

This is best achieved if Schools and the Local Authority work closely together to track these children and follow the procedures/ guidelines identified in this document.

### 1. Introduction

The contents and maintenance of the school roll is governed by the Education (Pupil Registration) (England) Regulations 2006 (Statutory Instrument 1751/1999) and can be viewed on the Office of Public Information website at [www.legislation.gov.uk/uksi/2006/1751](http://www.legislation.gov.uk/uksi/2006/1751) or on the Department for Education (DfE) website at [www.gov.uk/dfe](http://www.gov.uk/dfe). The regulations took effect from 1 September 2006, and have had some amendments since then, most recently September 2016 - <http://www.legislation.gov.uk/uksi/2016/792/contents/made>

The Children Act 2004 placed a duty on local authorities to make arrangements to enable them to establish the identities of children residing in their area who are not receiving education. The purpose of this duty is to make sure that children missing from education are quickly identified and effective tracking systems are put in place to ensure that action is taken. Statutory guidance for local authorities can be found at [www.gov.uk/government/publications/children-missing-education](http://www.gov.uk/government/publications/children-missing-education). This document reflects the new duties on Schools and Local Authorities, as set out in the new Pupil Registration Regulations that came in to force in September 2006. Schools should note that a Head Teacher can be prosecuted for removing a child from roll without complying with the pupil registration regulations (see Section 434(6) Education Act, 1996). <http://www.legislation.gov.uk/ukpga/1996/56/section/434>

Schools are particularly well placed to reduce the risk of children and young people going missing from education. This guidance is designed to ensure that pupils are only removed from a school's roll in accordance with the regulations, and that all appropriate actions are taken in managing the actual removal. **The most important element is to ensure that the school informs the local authority in a timely and agreed way.** This will ensure that any pupil leaving their establishment is monitored by the Children Missing Education (CME) & Pupil Tracking Team into their new provision. Where new provision is not established the pupil will be placed on the CME list. The local authority's CME systems will act as a safety net for children at the point of transitions.

When a pupil is removed from the school roll the school **MUST** complete a Removal from School Roll form (Appendix B), other than at the end of a phase, and submit it to the Local Authority immediately. This includes new intake pupils that have been added to the roll but have never started at the school.

The Removal from Roll form must be returned to CME & Pupil Tracking Team, preferably by an email attachment – [childrenmissingeducation@solihull.gov.uk](mailto:childrenmissingeducation@solihull.gov.uk). The CME & Pupil Tracking team will follow up on attendances at the new provision. If the destination school is unknown the CME & Pupil Tracking Team will endeavour to locate the child and ensure the pupil's details are known to the CME Officer in another authority.

## **2. Reasons and codes for Removing Pupils from Roll and Notification to the Local Authority**

A school cannot legally remove compulsory school-age children from roll, even if a parent makes the request in writing, unless one of the following circumstances is met:

(Please note these numbers are in direct relation to the Deletions from Admission Register in The Education (Pupil Registration) (England) Regulations 2006)

### **8.1.a School attendance order**

If the pupil has a school attendance order a school can only remove the pupil from the roll if the school attendance order is revoked or the school named in the order is changed.

#### **School Action:**

- The pupil should be removed from roll at the end of his/her expected final day.
- The pupil's information should be transferred to the new school on a CTF and sent via the s2s website.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

### **8.1.b Pupil transfers to an alternative school**

The pupil is now registered at another school. The only time a Removal from Roll form is not required is if the pupil is transferring to a new school at a normal intake phase transfer (i.e. nursery to reception, infant to junior, junior to secondary).

#### **School Action:**

When the pupil's parent has notified the school with the name and address of the new school that is within England and Wales:

- The pupil should be removed from roll at the end of his/her expected final day.
- The pupil's information should be transferred to the new school on a CTF and sent via the s2s website.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

When the pupil's parent has notified the school with the name and address of the new school that is outside of England and Wales:

- The pupil should be removed from roll at the end of his/her expected final day.
- The pupil's information should then be sent to the s2s website. A CTF should be uploaded to 'Outside Maintained Sector' or if it is a DfE establishment abroad the relevant DfE code should be used.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

Note: Do not send the CTF to the 'Overseas establishments' (codes beginning with 702 \*\*\*\*) unless the family are serving in the forces overseas and the pupil has moved to a forces school.

### **8.1.c The pupil is on dual roll and ceases to attend one of these 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.

#### **School Action:**

- The pupil should be removed from roll on the day the move to full roll at the new school was agreed or the agreed date of both schools.
- Parents of the pupil have been made aware the pupil is no longer dual roll.
- The pupil's information should be transferred to the new school on a CTF and sent via the s2s website.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

### **8.1.d Pupil has been withdrawn from the roll by parents/carers and will be educated otherwise than at school.**

Under section 7 of the Education Act 1996, [www.opsi.gov.uk/legislation](http://www.opsi.gov.uk/legislation), parents have the right to educate their children outside the school system. Where this happens, the child's name will not appear on a school roll. The local authority where the pupil lives has a responsibility for providing the appropriate help and support to parents in their efforts to educate their child. They are not currently expected to provide financial support to home educators but must ensure that the pupil is receiving a suitable, efficient full-time education. This monitoring role is currently undertaken by the Elective Home Education (EHE) Team and they can be contacted on 0121 704 6438 for further advice.

Schools **must not** seek to persuade parents to educate their child at home as a way of avoiding the school excluding the pupil or because the pupil has a poor attendance record or other problems at the school. Where a pupil's parents express an interest, or desire, to educate their pupil at home, schools should encourage them to seek advice from the EHE Team before a final decision is made. Schools should also advise parents that they must notify the school in writing if they decide to withdraw their children and educate them at home.

Schools should make parents aware of the implications of an EHE declaration.

A school does not have to accept the EHE declaration from a parent if they have grounds to believe the parent will not provide a reasonable education. Where the school reasonably believes the parent is declaring EHE as a response to problems the pupil/family are experiencing with the school, then schools are strongly encouraged to contact the CME team who will try to broker a conversation with the family.

Where a family makes an EHE declaration and then quickly follows this with a mid-year admissions application for another school, this causes great problems for the school that the parent expresses a preference for. Schools nearly always refuse to admit and the child is at risk of missing education. This also leads schools the parent is applying for to doubt that processes were properly followed at the school the child left in order to be EHE. In such circumstances the LA will consider that an EHE declaration was not properly made, so the pupil cannot be taken off roll, **or** the Admissions Team will not process an application for another school until after a complete term or academic year.

In these circumstances, with a pupil removed from roll, managed moves are not possible, and schools consider that it is unfair that a parent or school may be bypassing the normal mid-year change of school protocols. In these situations it is vital the LA talk to the family as soon as possible.

Where the pupil has a Statement or EHCP, any declaration of EHE should be raised with the SEND team as a matter of urgency.

**School Action:**

On receipt of written notification from the parent:

- School to satisfy themselves that EHE is the true intention of the parent.
- For a Solihull pupil a copy of the letter from parents should be sent to the Elective Home Education team at [ehe@solihull.gov.uk](mailto:ehe@solihull.gov.uk) within 24 hours of receipt. For a non-Solihull pupil the school should send a copy of the parent's letter to their home authority.
- The pupil should be removed from roll at the end of his/her expected final day.
- The pupil's information should then be sent to the s2s website. A CTF should be uploaded to 'Outside Maintained Sector'.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team, with a copy of the parent letter, immediately.

#### **8.1.e Pupil is known to have moved home address but the new school placement is unknown**

If a pupil is relocating, but does not have a new school place or where the house move is relatively local, and the distance from their new address to school is not unreasonable, the pupil should remain at the school until new provision has been secured.

If the distance is unreasonable and the pupil is removed from roll, at any point the school becomes aware of the pupil's new school this information should be passed to the CME & Pupil Tracking Team immediately to avoid unnecessary enquiries. School should inform the parents/carers that the child has been removed from the school roll.

If a school has any concerns regarding a family's intended move abroad, for example with regard to child trafficking or forced marriage, an immediate referral to MASH (0121 788 4333) or the Police should be made.

**School Action:**

If the distance to the pupil's current school is deemed unreasonable and the pupil has moved within England and Wales:

- The pupil should be removed from roll at the end of his/her expected final day.
- Parents/ carers should be informed the child has been removed from the school roll.
- The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded to the 'Lost Pupil Database'.
- A Removal from Roll form must be completed, with the pupil's new address, and returned to the CME & Pupil Tracking Team immediately.

If the distance to the pupil's current school is deemed unreasonable and the pupil has moved outside of England and Wales:

- The pupil should be removed from roll at the end of his/her expected final day.
- Parents/ carers should be informed the child has been removed from the school roll.
- The pupil's information should then be sent to the s2s website. A CTF should be uploaded to the s2s website to 'Outside Maintained Sector'.
- A Removal from Roll form must be completed, with the pupil's new address, and returned to the CME & Pupil Tracking Team immediately.

### **8.1.f Pupil has failed to return from previously authorised extended leave**

Schools can only remove pupils who fail to return from extended leave after an additional 10 school days following the agreed date for return. However, the school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness. If the school is unable to contact the parents or has any concerns about the pupil and his/her welfare, they should make an immediate referral to Social Services (0121 788 4300) or MASH (0121 788 4333).

If the school has made all reasonable enquiries and they cannot locate the child/family the school must refer to the CME & Pupil Tracking Team by completing a CME School Referral Form (Appendix A) so that further checks can be carried out before a decision to remove the pupil from roll can be made. Note that the proposed changes from the government stress that the school and the LA should make enquiries collaboratively, not separately.

When removing a pupil from the school roll, schools should write to the last known address to inform parents of the decision, signposting to their home local authority's school admissions team and advising them that they must re-apply for a school place.

#### **School Action:**

- The pupil should be removed from roll at the end of his/her expected final day.
- School to have written to last known address advising child is now off school roll.
- The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded to the 'Lost Pupil Database'.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team

### **8.1.g A pupil is medically unfit and will remain so until after his/her official leaving date.**

Schools can only remove a pupil from the school roll on medical grounds if there is substantial medical evidence to indicate that the pupil is too ill to attend school AND is unlikely to be well enough to return to school before completing his/her compulsory education. This must be undertaken in consultation with the School's Medical Officer, the parents, the CME & Pupil Tracking Team and the new education provider.

These removals are not mandatory and schools should try to work with the local authority and other agencies to support the pupil's education through, for example, alternative provision dual registration at specialist schools and home tuition

#### **School Action:**

- The pupil should be removed from roll at the end of his/her expected final day.
- Parents have been informed that the child is being removed from school roll.
- The pupil's information should be sent via s2s. A CTF should be uploaded using the destination code of the new education provider (eg for Triple Crown Centre this is 334 1102).
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

### **8.1.h Pupil's whereabouts are unknown.**

Schools are allowed to remove a pupil from the school roll where BOTH of the following conditions are met;

- the pupil has been absent from school for 20 continuous school days or more without explanation  
**and**
- the school has made all reasonable enquiries, as to their whereabouts and the CME & Pupil Tracking Team confirms that they cannot locate the child.

Under no circumstances should a school remove a pupil from the school roll without securing confirmation of the pupil's whereabouts or the pupil's new education provision. School needs to make all reasonable checks before referring them to the CME & Pupil Tracking Team.

Schools can also refer to the Children Missing Education Policy for further advice and guidance.

During the first 10 days of absence, school must make reasonable attempts to locate the child and facilitate his/her safe return to school.

#### **School's Reasonable Enquiries to find the pupil can include:**

- Refer to the Police or Social Services if there are safeguarding concerns or child is on a CP plan.
- Checking with all members of staff who the child/young person may have had contact with
- Checking with the pupil's friends, siblings, and known relatives
- Making telephone calls to any numbers held/identified including emergency contacts
- Sending a letter to the last known address
- Carrying out home visits at different times to check who is at the home address and other known addresses, and check with neighbours and known friends.
- Asking for the address the family is moving to.
- Checking which school a child is expected to attend.
- Requesting copies of flight information

This list is a guide and is not an exhaustive list.

Once school have exhausted all of their checks/ enquiries they can make in trying to locate the pupil, a referral can be made to the CME & Pupil Tracking Team using the CME School Referral Form (see appendix A). The pupil MUST remain on the school roll whilst the CME & Pupil Tracking Team carries out further checks on the pupil's whereabouts.

The CME & Pupil Tracking Team and the School need to liaise with each other during this time to try and establish the pupil's whereabouts. Once 20 continuous days have passed, and the pupil has not been located, a decision as to whether the pupil is removed from roll can be made.

When withdrawing a pupil from the school roll, schools should write to the last known address to inform parents of the decision, signposting to their home local authority's school admissions team and advising them that they must reapply for a school place.

**This is not intended to allow pupils to be removed from roll for non-attendance. It only relates to pupils that genuinely cannot be located, and it is expected that there will be some evidence to suggest that the pupil or family has moved to another area.**

**School Action:**

- The pupil should be removed from roll from the date it was agreed the pupil could not be located.
- School have written to the last known address
- The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded to the 'Lost Pupil Database'.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

### **8.1.i A pupil is in custody**

Schools are permitted to remove a pupil from roll who is serving a custodial sentence of 4 months or longer but should only do so in consultation with their Youth Offending Worker. Children who are detained purely for medical reasons, e.g. under mental health legislation, should not be treated or regarded as children who are in custody. They must be treated in the same way as other children who are unable to attend school for medical reasons (see 8.1.g).

Schools cannot remove pupils from roll who are in custody awaiting their trial, i.e. "on remand". Nor can they remove a pupil who is serving a custodial sentence of less than 4 months.

**School Action:**

- The pupil should be removed from roll from the last expected date of attendance.
- The pupil's information should then be sent to the Lost Pupil Database via the s2s website. A CTF should be uploaded to the 'Lost Pupil Database'.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

### **8.1.j A pupil has died**

A pupil who has died can only be removed from the roll when the school receives official notification of the death. This would normally come from the pupil's parents but it is possible that the notification comes from another source, such as relatives or the police.

**School Action:**

- The Child Death Review Manager for Solihull, Coventry and Warwickshire should be contacted on 01926 742279 to ensure the death has officially been reported.
- If the school has not had any contact from the Local Authority they should ring the EIMS Team immediately on 0121 704 8313. This may mean that the Local Authority does not know about the incident.
- The pupil should be removed from roll using the date of death.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team. No CTF upload is required.

### **8.1.k Pupil has completed compulsory school age**

Pupils in year 11 who complete statutory education should be removed from roll on the last Friday in June, unless the pupil is staying on for sixth form, in which case they should not be removed from roll. A Removal from Roll form or CTF's is not required for these pupils.

### **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 Solihull.

### **8.1.m Pupil has been permanently excluded**

The school must inform the local authority Exclusions Officer of the permanent exclusion on the day of the exclusion. No removal from roll can be made until the conclusion of any appeal process.

#### **School Action:**

Once the process is concluded and if the decision is that the exclusion still stands:

- The pupil should be removed from roll using the school day following the conclusion of the appeals process as the removal from roll date. If no appeal is logged within 15 school days of the Governors decision to uphold the exclusion then the pupil can be removed on the 16<sup>th</sup> school day following their decision.
- The pupil's information should be transferred to the new education provider on a CTF file and sent via the s2s website.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

### **8.1.n 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.

#### **School Action:**

- It is good practice to complete a Removal from Roll form and return it to the CME & Pupil Tracking Team if you are aware that the child is not transferring to Reception or a higher class at the school.

### **3. Removing New Intake Pupils from Roll**

Schools are required to put all pupils on their roll who have been offered a place at the school (including nursery) on the first day of term. This is all of the pupils who are on the schools Offer List on SAM (School Admissions Module), regardless of whether the status states Offered or Accepted.

*After the first day of term new intake pupils **MUST NOT** be deleted from roll or SIMS until you have discussed the case with the CME and Pupil tracking Team AND only where the child has been confirmed as attending a different school*

When the pupil's parent has notified the school with the name and address of the new school or early education provider the school can remove the pupil from roll.

Where a pupil fails to attend the school on the expected day, and the school do not know where the pupil is, both the school and the local authority must try to trace the pupil before the removal is made. Please refer to Section 2, 8.1.h - Pupil's whereabouts are unknown.

#### **School Action when removing from roll:**

- The pupil should be removed from roll from the date it was established they were attending elsewhere.
- The school should contact the new school to request information on actual attendance. Any present session should be marked as code D and any absence with the same absence code used by the new school.
- If of benefit to the new establishment, the pupil's information should be transferred on a CTF file and sent via the s2s website.
- A Removal from Roll form must be completed and returned to the CME & Pupil Tracking Team immediately.

### **4. Nursery age children.**

The regulations set out in this guidance are aimed at children of compulsory school age. As a safeguard schools should also follow the guidance with regard to nursery children too.

For nursery pupils that leave at the end of the summer term and have not been offered a place in the schools reception class a Removal from Roll form is required and the school should send a CTF to the pupil's new school.

### **5. Post 16 pupils, School Sixth Forms**

With the introduction of Raising the Participation Age (RPA) in 2013 Local authorities have a duty to make arrangements to identify pupils that are not participating in education or training.

If a pupil leaves your sixth form before completion (ie 'drops' out') a Removal from School Roll Form (Appendix B) should be completed and return to the CME & Pupil Tracking Team at the local authority as early as possible. This will enable the local authority to take swift action to encourage the young person to re-engage. See ESA 2008 Section 13 Duties on providers.

## **6. Statutory transfer of data**

Whenever a pupil leaves a school, there is a duty on the school to transfer the information about the pupil to their new school. Where the new school is not known, the information should be transferred to the Lost Pupils Database. This transfer of information is in the form of a Common Transfer File (CTF) and should be transferred using the School to School (s2s) website.

Information on uploading CTF's via the s2s website can be found in the EIMS area of the Extranet, in the Data Maintenance section.

## **7. Children with special needs**

The reasons and actions in section 2 apply for pupils who have a statement of special educational needs, however a school must not remove a pupil with a statement of SEN or Education Health and Care Plan from roll without permission from the relevant local authority or a directive to do so from the Secretary of State unless the pupil:

- has died; or
- been excluded.

Any other removal from roll of a child with a statement of SEN or Education Health and Care Plan without permission of the local authority is unlawful.

## **8. Contact Information**

### **Children Missing Education Team**

Email: [childrenmissingeducation@solihull.gov.uk](mailto:childrenmissingeducation@solihull.gov.uk) or [cme@solihull.gcsx.gov.uk](mailto:cme@solihull.gcsx.gov.uk)  
Tel: 0121 704 6145 or 0121 704 6663

### **Exclusions Team**

Email: [exclusions@solihull.gov.uk](mailto:exclusions@solihull.gov.uk)  
Tel: 0121 704 6145 or 0121 704 6663

### **Elective Home Education Team**

Email: [ehe@solihull.gov.uk](mailto:ehe@solihull.gov.uk)  
Tel: 0121 704 8536

### **Enforcement Team**

Email: [educationenforcement@solihull.gov.uk](mailto:educationenforcement@solihull.gov.uk)  
Tel: 0121 779 1737

### **Social Services – DART**

Tel: 0121 788 4300

### **MASH**

Tel: 0121 788 4333

For any comments, queries or concerns relating to this guidance please contact The CME & Pupil Tracking Team.

# Children Missing Education (CME)

## CME School Referral Form

**Referral to CME & Pupil Tracking Team to enable the Local Authority to undertake Reasonable Enquiries on a child's whereabouts.**

When schools should use this form

- Where pupils have stopped attending, attempts to make contact have not been successful, and where the destination of the child is not known.

When schools should **NOT** use this form

- Pupils who have stopped attending but have not moved are non-attenders NOT CME; they must remain on the school roll and be dealt with as non-attenders.

When is it appropriate to take a pupil off the school roll?

- 20 continuous unauthorised days absence, after both the school and local authority have tried to locate the pupil and Reasonable Enquiry has been undertaken. School to liaise with the CME & Pupil Tracking team at the Local Authority.

<b>Child's Details:</b>				
Name of Child:	Date of Birth:			
Address:	School Year:			
	Gender:			
	First Language: Is an interpreter required (please highlight): Yes / No			
<b>Family Relationships/Siblings:</b>				
Name of Parent (s):				
Home Telephone:				
Mobile Telephone:				
Email address:				
Any emergency contacts:				
Have parent/Carers been informed of this referral? (please highlight): Yes / No				
<b>Other Family Members:</b>				
Name	DOB	Relationship	Location (home, alternative address)	School (if known)

<b>School Details:</b>				
Name of School:		Current % attendance: Please enclose a copy of current attendance register		
Name of Referrer:				
Referrer Role:				
Referrer Telephone Number:				
Referrer Email address:				
<b>What is the primary reason for referring this child to your CME &amp; Pupil Tracking Team? Please indicate where appropriate:</b>				
Child has failed to take up a place at your school <input type="checkbox"/>				
Child's whereabouts are unknown <input type="checkbox"/>				
Parent is fleeing domestic violence <input type="checkbox"/>				
Child/family is reported to have left the area <input type="checkbox"/>				
Child is reported to have left the UK with parents/carers <input type="checkbox"/>				
Child is reported to have left the UK without parents <input type="checkbox"/>				
Child has failed to return from an agreed holiday in term time <input type="checkbox"/>				
Child has failed to return from an unauthorised holiday in term time <input type="checkbox"/>				
Parents have taken child out of school for an extended period without school agreement <input type="checkbox"/>				
Child has failed to return after summer holidays <u>and</u> whereabouts are unknown <input type="checkbox"/>				
Other (please detail):    				
Please provide details of any specific safeguarding concerns you have:    				
Is there any known reason for not visiting the home alone? (please highlight): If Yes please give reasons:				Yes/No

<b>Details of enquiries made:</b>	
Phone calls:	
Dates:	Outcomes:
Home Visits:	
Dates:	Outcomes:
Correspondence:	
Dates :	Outcomes:
Friends and Family contacts/Social Media:	
Dates:	Outcomes:
<b>Any other relevant information:</b>	
<b>Signed by Referrer:</b>	<b>Date form completed:</b>
<b>Completed forms should be sent to the CME &amp; Pupil Tracking Team at:</b> <a href="mailto:childrenmissingeducation@solihull.gov.uk">childrenmissingeducation@solihull.gov.uk</a> or <a href="mailto:cme@solihull.gcsx.gov.uk">cme@solihull.gcsx.gov.uk</a>	
Forms can be faxed to (0121) 704 6653	
Tel: 0121 704 6663	

## Appendix B

### Removal from School Roll Form

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

<b>Child Name:</b>			<b>Date of Birth:</b>	
<b>Last known address:</b>		<b>New Address: (if known)</b>		
<b>Date of Last Attendance:</b>		<b>Date of Leaving: (as on SIMS)</b>		
<b>Destination School:</b>				
<b>Confirmed started at new provision?</b>	<b>Yes / No (delete as appropriate)</b>	<b>If Yes, Start Date at New Provision:</b>		
<b>Reason Number &amp; Requirements</b>				
8.1.a	School Attendance Order. <input type="checkbox"/> CTF uploaded to S2S	8.1.h	Pupil's whereabouts are unknown. <input type="checkbox"/> School and CME & Pupil Tracking Team have agreed to the pupil being removed from roll. <input type="checkbox"/> School have written to last known address <input type="checkbox"/> CTF uploaded to S2S	
8.1.b	Pupil transfers to an alternative school. <input type="checkbox"/> Confirmed started at alternative school <input type="checkbox"/> CTF uploaded to S2S	8.1.i	A pupil is in custody. <input type="checkbox"/> CTF uploaded to S2S <input type="checkbox"/> Parents informed pupil taken off roll	
8.1.c	The pupil is on dual roll and ceases to attend one of these schools. <input type="checkbox"/> Confirmed with other School dual roll ceased <input type="checkbox"/> Parents informed pupil no longer dual roll <input type="checkbox"/> CTF uploaded to S2S	8.1.j	A pupil has died. <input type="checkbox"/> Child Death Review Manager informed <input type="checkbox"/> Local Authority informed No 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. <input type="checkbox"/> Parent letter sent to EHE team in home LA <input type="checkbox"/> CTF uploaded to S2S <input type="checkbox"/> 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. <input type="checkbox"/> Distance to new address is unreasonable <input type="checkbox"/> CTF uploaded to S2S <input type="checkbox"/> 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. <input type="checkbox"/> School and the CME & Pupil Tracking Team have agreed all reasonable enquiries have been carried out. <input type="checkbox"/> School have written to last known address <input type="checkbox"/> CTF uploaded to S2S	8.1.m	Pupil has been permanently excluded. <input type="checkbox"/> Local Authority Exclusions Officer informed <input type="checkbox"/> CTF uploaded to DFE no. for new provision <input type="checkbox"/> 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. <input type="checkbox"/> New provision agreed now full roll with them <input type="checkbox"/> CTF uploaded to S2S <input type="checkbox"/> Parents informed pupil being taken off roll	8.1.n	Nursery child leaving school. <input type="checkbox"/> CTF uploaded to S2S	
<b>I can confirm that all specified actions have been undertaken</b>				
<b>Your School:</b>	<b>Date:</b>			
<b>Your Name:</b>	<b>Your Position:</b>			

Please send the completed form to: [childrenmissingeducation@solihull.gov.uk](mailto:childrenmissingeducation@solihull.gov.uk)  
The CME & Pupil Tracking Team can be contacted on: 0121 704 6145

**Appendix C**
**Removing Pupils from Roll  
Summary Table of Guidance**

<b>Code</b>	<b>Reason</b>	<b>Criteria</b>	<b>School action</b>	<b>Local authority action</b>
<b>8.1.a</b>	School name on an attendance order replaced or revoked	Formal notification received from local authority	<ul style="list-style-type: none"> <li>Remove pupil from roll at the end of expected final day</li> <li>CTF uploaded to S2S using DfE number for new school</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	Child tracked into new provision.
<b>8.1.b</b>	Pupil has transferred to an alternative school	Notification has been received from parents/carers of new school and address.	<ul style="list-style-type: none"> <li>Remove pupil from roll at the end of expected final day.</li> <li>CTF uploaded to S2S using DfE number for new school if in England and Wales or</li> <li>Outside Maintained Sector as destination if outside England and Wales</li> <li>Removal from Roll form completed and returned to LA (not required for pupils leaving at normal point of transfer)</li> </ul>	CME & Pupil Tracking Team to ensure child has started at new school, if not already confirmed on removal from roll form.
<b>8.1.c</b>	Pupil is on dual roll and ceases to attend one of these schools	Under the dual roll arrangement it has been agreed between the two schools that the pupil can be removed from the roll of one of these schools	<ul style="list-style-type: none"> <li>Agreement from both schools have been sought for the pupil to now be on the single roll of one of the schools</li> <li>Parents of the pupil have been made aware pupil no longer on dual roll</li> <li>CTF uploaded to S2S using DfE number for the school</li> <li>Removal from roll form completed and returned to LA</li> </ul>	CME & Pupil Tracking Team to ensure child now single roll at school
<b>8.1.d</b>	Pupil has been withdrawn from the roll by parent/carers and will be Educated Otherwise	Parents/carers have formally notified school of their intention to educate the child at home (Elective Home Education). School are satisfied this is the parents true intention.	<ul style="list-style-type: none"> <li>A copy of the letter from parents should be sent to the child's home LA EHE Team within 24 hours of receiving it.</li> <li>Remove pupil from roll at the end of expected final day</li> <li>CTF uploaded to 'Outside Maintained Sector' on S2S.</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	CME & Pupil Tracking Team to ensure child has registered with EHE.
<b>8.1.e</b>	Pupil is known to have moved home address but with new school placement unknown	Notification of move received from parents/carers but no information about new school place.	<ul style="list-style-type: none"> <li>If distance is relatively local, pupil should not be removed from roll</li> <li>If distance has been agreed as unreasonable, remove pupil from roll at the end of expected final day &amp; inform parent's</li> <li>CTF uploaded to 'Lost Pupil Database' if in England and Wales or 'Outside Maintained Sector' if destination outside England and Wales</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	If in England and Wales child recorded on CME list. CME & Pupil Tracking Team to track child into new provision or pass details onto new LA
<b>8.1.f</b>	Pupil has failed to return from previously authorised extended leave	Pupil was granted extended leave of absence and has failed to return after the agreed date for return. No reasonable explanation has been received. 'All reasonable enquiries' to ascertain pupil's whereabouts made.	<ul style="list-style-type: none"> <li>School and LA have carried out 'all reasonable enquiries' about the pupil's whereabouts and agreed to remove from roll</li> <li>School have written to last known address</li> <li>Remove pupil from roll at the end of expected final day</li> <li>CTF uploaded to 'Lost Pupil Database' as destination</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	Child recorded on CME list. CME & Pupil Tracking Team contact national agencies and/or pass details onto LA in relevant area (when known).
<b>8.1.g</b>	Pupil is medically unfit for school and will remain so until after his/her official school leaving date	School have received formal certification of diagnosis and prognosis from the School Health Officer or pupil's hospital consultant and parent's agreement.	<ul style="list-style-type: none"> <li>Alternative provision identified (e.g. Triple Crown)</li> <li>Remove pupil from roll at the end of expected final day</li> <li>CTF uploaded to S2S using DfE number for new provision</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	CME & Pupil Tracking Team to ensure child has started and is full roll at new provision.
<b>8.1.h</b>	Pupils' whereabouts unknown	Pupil has been absent from school for 20 continuous days or more and school and the LA has made 'all reasonable enquiries' to ascertain pupil's whereabouts.	<ul style="list-style-type: none"> <li>School has informed LA after 10 continuous days of unauthorised absence for whereabouts unknown.</li> <li>Remove pupil from roll from the date it was agreed the pupil could not be located</li> <li>CTF should be uploaded to the 'Lost Pupil Database'</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	Child recorded on CME list. CME & Pupil Tracking Team to contact national agencies and/or pass details onto LA in relevant area (when known).
<b>8.1.i</b>	Pupil has been given a custodial sentence greater than 4 months	Formal notification received from YOT.	<ul style="list-style-type: none"> <li>Remove pupil from roll at the end of expected final day</li> <li>CTF uploaded to the 'Lost Pupil Database'</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	Child recorded on CME list. No further action until YOT notified of planned release date.
<b>8.1.j</b>	Pupil has died	Formal notification received.	<ul style="list-style-type: none"> <li>The Child Death Review Manager for Solihull, Coventry and Warwickshire should be contacted on 01926 742279 to ensure the death has officially been reported</li> <li>If the school has not had any contact from the council they should ring Education Welfare immediately</li> <li>A Removal from Roll form completed</li> <li>The pupil should be removed from roll using the date of death</li> </ul>	Central database amended.
<b>8.1.k</b>	Pupil has completed compulsory school age	The last Friday in June has passed for year 11's that have not been offered a place in the school sixth form.	<ul style="list-style-type: none"> <li>No CTF or removal from roll form required</li> </ul>	No further action.
<b>8.1.l</b>	Pupil is leaving a school that is not maintained by the government	Pupil is leaving the roll of a school in the independent sector. (Not including government-maintained, academies and free schools)	<ul style="list-style-type: none"> <li>Removal from roll form completed and returned to LA</li> </ul>	CME & Pupil Tracking Team to ensure child started at a new provision.
<b>8.1.m</b>	Pupil has been permanently excluded	Exclusion has been approved by governors and time period for appeal has expired or independent appeal not upheld.	<ul style="list-style-type: none"> <li>LA Exclusions Officer informed.</li> <li>CTF uploaded to S2S using DfE number for new provision.</li> <li>Removal from Roll form completed and returned to LA</li> </ul>	CME & Pupil Tracking Team to ensure child has started at new provision.
<b>8.1.n</b>	Nursery child leaving school	Nursery pupil is leaving the school and is not moving to Reception or higher class at the school	<ul style="list-style-type: none"> <li>Removal from roll form completed and returned to LA</li> </ul>	CME & Pupil Tracking Team to ensure child is in Reception round or has made an application

