**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 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| **8.1.d** | **Pupil has been withdrawn from the roll by parents/carers and will be educated otherwise than at school.**  Parent letter sent to EHE team in home LA  CTF uploaded to S2S  Copy of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](mailto:childrenmissingeducation@solihull.gov.uk)

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