

### Off-roll checklist

#### Removal from roll of pupil from the School Admission Register & Management Information System

#### 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\*

Grounds for Removal	Criteria for removal from school roll	School Checklist
(a) Local Authority has approved change of education provision for a pupil subject to a <b>Change in School Attendance Order</b>	(i) The Local Authority has substituted the school named on the School Attendance Order with another school <b>or</b> (ii) School Attendance Order has been revoked on the grounds that child is receiving suitable education otherwise than at school.	<ul style="list-style-type: none"> <li>○ Consult with the Education Welfare Service prior to deletion</li> <li>○ CML uploaded</li> </ul>
(b) Pupil is <b>Registered at another school</b> (no Dual roll agreement)	Notification of school transfer and details of new school received from parent /carer. Placement and start date confirmed by new school.	<ul style="list-style-type: none"> <li>○ School transfer and start date confirmed</li> <li>○ CML uploaded</li> <li>○ CTF uploaded to new school</li> </ul>
(c) Pupil was <b>dual registered going to single registration at another school</b>	Removal from roll has been agreed by the dual school, where pupil remains on roll.	<ul style="list-style-type: none"> <li>○ School transfer and start date confirmed</li> <li>○ CML uploaded</li> <li>○ CTF uploaded to new school</li> </ul>
d) Pupil receiving <b>education other than at school (Elective Home Education)</b>	The parent has given the school written notification of their decision to home educate their child.	<ul style="list-style-type: none"> <li>○ If concerns consult with EHE service</li> <li>○ CML uploaded</li> <li>○ CTF to M M M M M M M M</li> </ul>
(e) Pupil has stopped attending and home school <b>distance</b> is unreasonable	Pupils can be deleted from roll when the distance to school is deemed unreasonable by the LA, and the parent is not maintaining the school place. A distance of over eight miles from the home address measured along the shortest available route would be considered unreasonable by the LA. Where a child has not got a school place school should check with the receiving LA that the family have applied for a place through admissions.	<ul style="list-style-type: none"> <li>○ New address details / destination county recorded</li> <li>○ Check with receiving LA admissions</li> <li>○ No school application CME Referral</li> <li>○ CML uploaded</li> <li>○ CTF to M or X depending</li> </ul>
f) Pupil has <b>failed to attend within 10 days after an exceptional leave of absence</b>	i) pupil has failed to attend within the ten school days following expiry of extended leave <b>and</b> (ii) there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause <b>and</b> (iii) both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child's whereabouts.	<ul style="list-style-type: none"> <li>○ CME Referral (day 11)</li> <li>○ Approved by CME prior to deletion</li> <li>○ CML uploaded</li> <li>○ CTF to XXXXXXXX</li> </ul>

Grounds for Removal	Criteria for removal from school roll	School Checklist
(g) Pupil is medically unfit to attend school (certified by relevant <b>Health professional</b> )	(i) Pupil is unlikely to regain fitness before reaching end of compulsory school age <b>and</b> (ii) there is no indication of intention to attend beyond compulsory school age.	<ul style="list-style-type: none"> <li>○ Consult with OOST</li> <li>○ CML uploaded</li> </ul>
(h) Continued <b>Unauthorised Absence of 20 days or more</b>	(i) Absences are all unauthorised <b>and</b> (ii) there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause <b>and</b> (iii) both the school and the Local Authority have made reasonable enquiries and failed to ascertain where the pupil's whereabouts.	<ul style="list-style-type: none"> <li>○ CME Referral (day 11)</li> <li>○ CML uploaded</li> <li>○ CTF to XXXXXXXX</li> <li>○ Approved by CME prior to deletion</li> </ul>
(i) Pupil has been <b>Detained (custodial sentence)</b> for four months or longer as a result of a final order	Formal notification and approval from Youth Offending Service.	<ul style="list-style-type: none"> <li>○ Consulted with YOT</li> <li>○ CML uploaded</li> <li>○ Removal agreed CTF to MMMMMM</li> </ul>
(j) Death of pupil	Formal notification received.	<ul style="list-style-type: none"> <li>○ CML uploaded</li> </ul>
(k) <b>Not of compulsory school age</b> (post 16)	Neither child nor parent has indicated an intention for continued attendance.	<ul style="list-style-type: none"> <li>○ Consulted with local PA</li> <li>○ CML uploaded</li> </ul>
(l) <b>Leaving independent school</b> (Left school)	Notification of school transfer and details of new school received from parent /carer. Placement and start date confirmed by new school.	<ul style="list-style-type: none"> <li>○ CML uploaded or form complete and sent to LA</li> </ul>
(m) <b>Permanent exclusion</b>	<ul style="list-style-type: none"> <li>• Expiry of independent review panel deadline/decision or</li> <li>• Parent written confirmation that won't be applying for IRP</li> </ul>	<ul style="list-style-type: none"> <li>○ Inform inclusion team of exclusion</li> <li>○ Inclusion team to advise of removal date</li> <li>○ CML uploaded</li> </ul>
(n) <b>Completed Nursery Education</b> child not transferring to reception or higher class at the school.	Although it is not a legal requirement to upload a CTF to the new school 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.	<ul style="list-style-type: none"> <li>○ Check with admissions</li> <li>○ CML uploaded</li> <li>○ CTF to XXXXXXXX</li> </ul>
(o) State-funded boarding schools ( <b>Financial</b> ) where fees are unpaid	Fees remain unpaid at the end of term and new school application has been made to Derbyshire admissions	<ul style="list-style-type: none"> <li>○ Referred to LA (CME Referral Form – SR1a)</li> <li>○ CML uploaded</li> </ul>

**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.**