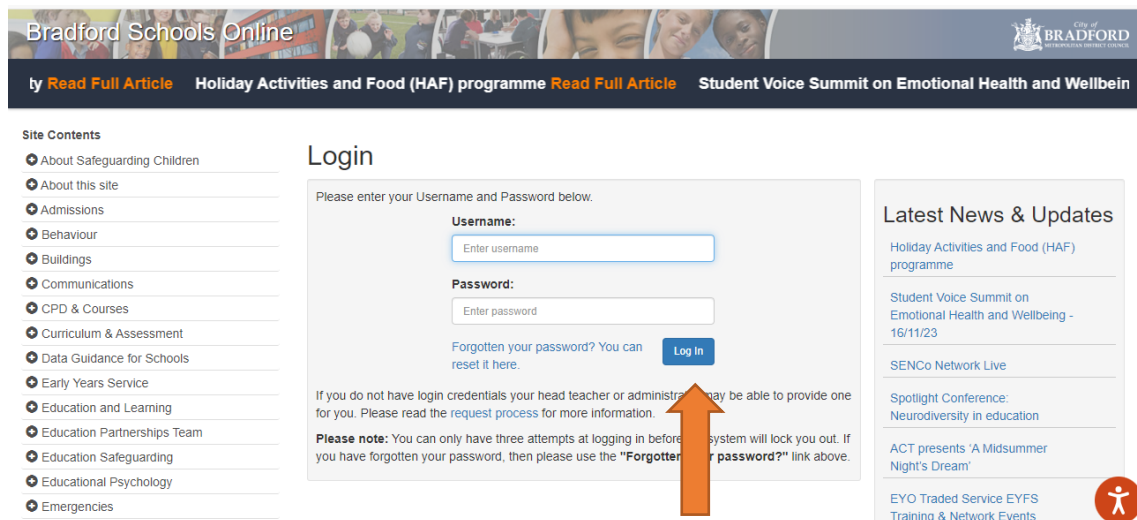


Notification of removal from the admission register at non-standard transition points using the off-roll proforma.

‘Schools must notify the local authority when a pupil’s name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations²⁴, as soon as the ground for removal is met and no later than the time at which the pupil’s name is removed from the register’. [DfE - Children Missing Education Statutory Guidance](#) (pages 9-10)

Schools who do not notify the Local Authority of children being removed from their roll as per the guidance above may potentially place children at risk of significant harm by failing to ensure that children no longer receiving an education receive appropriate support. Local Authorities are duty bound to notify Ofsted of any safeguarding incidents. A failure to comply with Education (Pupil Registration) Regulations ie by failing to notify the local authority of a child being removed from roll or incorrectly removing a child from roll is a criminal offence under Section 434(6) of the Education Act 1996. It is therefore very important that schools contact the Education Safeguarding Team if they are in any doubt whether or not they need to notify the local authority of a child being removed from roll.

Notification of removal from the admissions register at non-standard transition points is made via the ‘off-roll proforma’ which is accessed on Bradford Schools Online once logged in as follows:



Bradford Schools Online

by [Read Full Article](#) **Holiday Activities and Food (HAF) programme** [Read Full Article](#) **Student Voice Summit on Emotional Health and Wellbeing**

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- Education Safeguarding
- Educational Psychology
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Login

Please enter your Username and Password below.

Username:
Enter username

Password:
Enter password

[Forgotten your password? You can reset it here.](#) **Log In**

If you do not have login credentials your head teacher or administrator may be able to provide one for you. Please read the [request process](#) for more information.

Please note: You can only have three attempts at logging in before the system will lock you out. If you have forgotten your password, then please use the "Forgotten your password?" link above.

Latest News & Updates

- [Holiday Activities and Food \(HAF\) programme](#)
- [Student Voice Summit on Emotional Health and Wellbeing - 16/11/23](#)
- [SENCo Network Live](#)
- [Spotlight Conference: Neurodiversity in education](#)
- [ACT presents 'A Midsummer Night's Dream'](#)
- [EYO Traded Service EYFS Training & Network Events](#)



Secure Area

- Collaborative Working
- Finance
- Help
- Home to School Travel

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Welcome back Amy

EB

▼ Data Tools/ Reports

▲ Maintenance Tools

Access Register	Calendar	Manage Contacts
Update School Details	Early Education	Free School Meals
Retention Data	Pupil Registration	Safeguarding Audit

▼ Utilities



Contact Us

- Online: [Feedback Form](#)

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Pupil Registration

Date From: Date To: [Export Data](#)

View Existing

Record Pupils taken OFF roll

Record Pupils taken ON roll

