



Removing Children from Roll

Important information:

- **New pupil returns**
- **Deletion returns**
- **Ground 9(1)(i)**

Robin Woods
Education Safeguarding Service Manager
(EHE, CME and Safeguarding Compliance)

Reminder

- A pupil's name can only be deleted from the admission register for a reason set out in **regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024**. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling. Schools should seek legal advice if they are unsure on whether they meet the grounds for removal.

New Pupil Return

- In accordance with regulation 13(1) to (3), a school must make a return to the local authority within 5 days of adding a pupil's name to the admission register (a New Pupil Return) and must provide the local authority with all the information held within the admission register about the pupil. This does not apply to pupils who are added to the admission register at the start of the school's most junior year (for example, pupils who are registered at secondary school at the start of Year 7)**

Deletion Return

- **In accordance with regulation 13(4) to (6), a school must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return).** Deletion returns should be made within 5 days of removing from the register. This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave primary school at the end of Year 6)
- A school cannot retrospectively delete a pupil's name from the admission register or attendance register.

Where & how?

- BSO
- You can submit a New Pupil Return or Deletion [here](#) or visit: <https://bso.bradford.gov.uk/Secure/PupilRegistration/> You will be required to log onto Bradford Schools Online to access this function.
- Watch our how-to video [here](#).
- Please ensure the proforma is completed in full with your most up to date information. If you have ascertained details of a new school, please check that you have the full name and address of the school. <https://get-information-schools.service.gov.uk/> is a useful website to use when confirming the details of other schools in England.

Removal under ground

9(1)(i)

- The pupil has been continually absent from school for 20 school days

(Please note I will be unable to advise on specific cases in this forum.)



Relevant regulation 9(1)(i)

252. Where a pupil has been continuously absent from the school for a period of 20 school days or more **and**:

- at no point during that period did any of the circumstances in regulation 10(3) Table 2 or 10(4) Table 3 other than the ones for codes G, N, or O apply.
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but:
 - they have not succeeded, or
 - they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.

253. DfE's guidance on **[Children Missing Education](#)** sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

Reference: [Working together to improve school attendance \(applies from 19 August 2024\)](#)

Pupils who have been located but have not returned to school

- 254. Where a **pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used.** Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. **This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.**

255. This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In these cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

256. Examples of appropriate use include: ***i.e. when schools can apply 9(1)(i)***

- The pupil is away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.
- No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.
- The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date.

257. Examples of where regulation 9(1)(g) may be appropriate instead:

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil **normally** lives a reasonable distance from the school.
- The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.

Thank you

- Further information can be found on BSO [here](#).
- Contact:
 - CME Team: 01274 438877
 - CME@bradford.gov.uk

