

**Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended**

The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register along with the associated wording on the off-roll notification, guidance and action.

<b>Grounds for removal 8(1)</b>	<b>Wording on off-roll notification</b>	<b>Guidance for school</b>	<b>Action by school</b>
(a) -where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.	School attendance order (SAO) changed	<ul style="list-style-type: none"> <li>A School Attendance Order (SAO) is an order issued by the Local Authority to the parent of a child in circumstances where the parent has failed to provide their child with a full time education, either by the child being on roll at a school, or by providing a “suitable, efficient” education other than at school. A child who is subject to a School Attendance Order cannot be removed from roll without explicit permission from the Local Authority. Schools should be aware of a child with a school attendance order at the point at which the child starts with the school, however please contact <a href="mailto:attlegal@bradford.gov.uk">attlegal@bradford.gov.uk</a> if you are unsure.</li> </ul>	<ul style="list-style-type: none"> <li>Off- roll notification to be completed within 5 days.</li> </ul>
(b)except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been	Pupil registered at another school	<ul style="list-style-type: none"> <li>Once the new school has confirmed that the pupil is on roll with them, the child can be removed from the previous school’s roll. There should not be a gap in the child’s education provision.</li> </ul>	<ul style="list-style-type: none"> <li>Off- roll notification to be completed within 5 days.</li> </ul>

<p>registered as a pupil at another school;</p>			
<p>(c) where a pupil is registered at more than one school, and in a case not falling within subparagraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;</p>	<p>Dual registration has ended –informed by main school</p>	<ul style="list-style-type: none"> <li>• This applies in instances such as managed moves where and agreement has given by the trial/guest school to make the move permanent.</li> <li>• The original school should not remove the child from roll until after the trial period has been completed and the new school has confirmed that the child may remain on roll.</li> <li>• During a managed move, the previous school should code the child's attendance at the trial school as “D” as s/he is “dual-registered” and attending a separate provision.</li> <li>• The trial school should code attendance/absence as normal.</li> <li>• <a href="https://bso.bradford.gov.uk/content/behaviour/behaviour-and-attendance-collaboratives">https://bso.bradford.gov.uk/content/behaviour/behaviour-and-attendance-collaboratives</a></li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> </ul>
<p>(d) in a case not falling within subparagraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;</p>	<p>Elective Home Education</p>	<ul style="list-style-type: none"> <li>• Section 3.12 of the DfE’s Elective home education: Guidelines for local authorities clearly states: <b><i>“Schools must not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the statutory guidance. If the pupil has a poor attendance record, the school and local authority must address the issues behind the absenteeism and use the other remedies available to them.”</i></b></li> <li>• A school should not remove a pupil from roll until they have received in writing a request from a parent to home educate.</li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> <li>• The school must notify the Elective Home Education Team by email - <b>electivehomeeducation@bradford.gov.uk</b></li> </ul>

		<ul style="list-style-type: none"> <li>• The school must also notify the Local Authority if a parent has decided to home educate their child(ren).</li> <li>• Schools must not remove a pupil from its roll if a parent requests to remove their child from roll and they fail to identify a subsequent education provision.</li> </ul>	
(e)except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.	Pupil has moved and address is not a reasonable distance from the school	<ul style="list-style-type: none"> <li>• A “reasonable distance” is defined by the DfE as being 45 minutes away by public transport if the child is of a primary school age, or 1 hour 15 minutes if the pupil is of a secondary school age.</li> <li>• The school should off roll once the child has ceased to attend <b>and</b> they receive confirmation that the child is no longer living within a reasonable distance of the school.</li> <li>• A child should not normally be taken off roll for this reason until there is confirmation that the child is known to a new Local Authority.</li> <li>• For children moving within Bradford, it will not normally be appropriate to remove a child from roll until the school receives confirmation that the family are residing at the new address; and there is confirmation that the child/parent has submitted a new application with school admissions. If there is no record of an application, schools should support the family to complete a new application and confirm admissions have received it before off rolling.</li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> </ul>
(f)in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that —	CME team have confirmed that joint enquiries have	<ul style="list-style-type: none"> <li>• It is important that a parent provides the school with a date at which the pupil will return to school, and that parents are made aware as part of the requesting leave process of the consequences of not returning from a period of leave on time. If the pupil does not return to</li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> </ul>

<p>(i)the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</p> <p>(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii)both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;</p>	<p>concluded and they have failed to identify the whereabouts of the pupil.</p>	<p>the school, the school should write to the parent reminding them of the return date, and warning them that if the pupil does not return to school within 10 days they may be removed from the school roll.</p> <ul style="list-style-type: none"> <li>• If the pupil subsequently fails to return to school, the school should investigate as per the usual CME procedure.</li> <li>• Once the school confirms that they are unable to locate the family, the school must complete a CME referral and send it to the Local Authority. For further guidance visit <a href="#">Children Missing Education   Bradford Schools Online</a></li> <li>• The school must await confirmation from the Local Authority that joint enquiries have concluded before removing a child from roll if their whereabouts are unknown.</li> <li>• This scenario does not apply for families where permission was not granted, i.e. an unauthorised leave of absence was taken.</li> </ul>	
<p>(g)that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;</p>	<p>Pupil certified as not medically fit for school</p>	<ul style="list-style-type: none"> <li>• Schools can liaise with the Education Safeguarding Team in cases such as this, and they will be able to provide advice on how to make contact with an appropriate medical officer.</li> <li>• This only applies where a child is going to be too unwell to return to school before they cease to be compulsory school age.</li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> </ul>

<p>(h)that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i)at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii)both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;</p>	<p>CME team have confirmed that joint enquiries have concluded and they have failed to identify the whereabouts of the pupil</p>	<ul style="list-style-type: none"> <li>• An investigation led by the school should take place whenever a pupil is absent from school for a continuous period without any contact from parents and/or when child protection concerns exist.</li> <li>• Schools also have a statutory duty under Section 12 of these regulations to notify the local authority where a child has been absent from school for 10 consecutive days due to a period of unauthorised absence. A school can do this by completing the CME form when they believe a child is missing.</li> <li>• For further guidance visit <a href="#">Children Missing Education   Bradford Schools Online</a></li> <li>• The school must await confirmation from the local authority before removing a child from roll if their whereabouts are unknown.</li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> </ul>
<p>(i)that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than</p>	<p>Pupil detained in custody for over 4 months</p>	<ul style="list-style-type: none"> <li>• In this scenario there should be regular contact between Bradford &amp; District Youth Justice Service and School regarding any child at risk of a custodial sentence.</li> <li>• If the pupil receives a custodial sentence and remains on the school roll, Bradford &amp; District Youth Justice Service should be consulted to confirm that the child will be receiving education provision during their sentence. If</li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> </ul>

<p>four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;</p>		<p>they are, then the absence may be coded as “B” as they are being educated at an off-site provision.</p> <ul style="list-style-type: none"> <li>• If they are in custody, detained for less than four months and are not accessing an education, then the absence may be coded as “Y”.</li> <li>• Bradford &amp; District Youth Justice Service can be contacted on <b>01274 436060</b>.</li> </ul>	
<p>(j)that the pupil has died;</p>	<p>Pupil has died</p>	<ul style="list-style-type: none"> <li>• The Local Authority should be notified as per usual reporting procedures. More details can be found on <a href="#">Safer Bradford</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to Local Authority following child death procedures.</li> <li>• Off- roll notification to be completed within 5 days</li> </ul>
<p>(k)that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;</p>	<p>Pupil no longer compulsory school age</p>	<ul style="list-style-type: none"> <li>• The school should follow their normal off-rolling procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Off-roll notification <b>not</b> required.</li> </ul>
<p>(l)in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;</p>	<p>Pupil has ceased to attend an independent school</p>	<ul style="list-style-type: none"> <li>• This applies to non-maintained, independent schools only; and off-roll notifications to the Local Authority from Independent Schools must be submitted on every occasion, particularly in cases where there are concerns around the safety of the child or there are known risk factors surrounding the family.</li> </ul>	<ul style="list-style-type: none"> <li>• Off- roll notification to be completed within 5 days.</li> </ul>

(m)that he has been permanently excluded from the school; or	Pupil permanently excluded	<ul style="list-style-type: none"> <li>The school should send notification to the Local Authority, to be received directly by our Exclusions Team.</li> <li>Follow the Exclusions guidance <a href="https://bso.bradford.gov.uk/content/behaviour/pupil-exclusions/exclusions">https://bso.bradford.gov.uk/content/behaviour/pupil-exclusions/exclusions</a> to notify the Exclusions Team. Documents relating to the exclusion should be attached ie exclusion letter sent to the parents of the child.</li> <li>Complete off-roll notification once the exclusions process has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>Off- roll notification to be completed within 5 days.</li> </ul>
(n)where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.	Pupil has not transferred from nursery	<ul style="list-style-type: none"> <li>If the child's destination is not known and you are concerned, a CME form should be completed - for more guidance, please visit <a href="#">Children Missing Education   Bradford Schools Online</a></li> </ul>	<ul style="list-style-type: none"> <li>Complete off-roll notification within 5 working days.</li> </ul>
(o)where — (i) the pupil is a boarder at a maintained school or an academy;	Unpaid boarding fees	<ul style="list-style-type: none"> <li>If a parent of child who attends as a boarder at a maintained school or academy has not paid charges.</li> <li>If the child's destination is not known and the child is of compulsory school age then a CME referral should be completed, for more guidance please visit <a href="#">Children Missing Education   Bradford Schools Online</a></li> </ul>	<ul style="list-style-type: none"> <li>Complete off-roll notification within 5 working days.</li> </ul>

<p>(ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate</p>			
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**NOTE:** Pupil's attending a special school should not be removed from roll without the consent of the Local Authority.

Where a pupil is registered at a special school under arrangements made by a local authority, the pupil's name cannot be deleted without the consent of the local authority or, if the local authority refuses to give consent, without a direction from the Secretary of State, unless:

- the pupil is registered at the school as a result of a school attendance order, but school has now been named on that order or the order is revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, and the pupil's name is deleted under regulation 8(1)(a); or
- the pupil has died, and the pupil's name is deleted under regulation 8(1)(j); or
- the pupil has been permanently excluded from the school, and the pupil's name is deleted under regulation 8(1)(m).

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Page 47-54 of [Working together to improve school attendance](https://publishing.service.gov.uk) provides additional guidance on deletion of names from Admission Register.

For information about Common Transfer Files, please visit <https://bso.bradford.gov.uk/Secure/CMSPage.aspx?mid=3535>