

## **Important information: Pupils who no longer live a reasonable distance from the school**

### **Ground G of the School Attendance (Pupil Registration) (England) Regulations 2024 – The pupil no longer normally lives a reasonable distance from the school**

Relevant regulation 9(1)(g)

Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again and the pupil is not a boarder at the school.

In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system.

#### **Reasonable distance**

DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parents ability to get the child to school, a safe walking route or the accessibility of local transportation.

#### **Temporary or occasional absence**

Relevant regulation 9(5)(a)

Whether a family normally lives a reasonable distance from the school is not affected by a temporary or occasional absence. A judgement should be made in an individual case as to whether an absence is temporary or occasional, but a prolonged absence is not generally considered as temporary.

#### **Ground G may be appropriate if:**

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil still normally lives a reasonable distance from the school.
- The school does not believe, taking into 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.

#### **Considerations for schools**

It is important that when a pupil is moving away that key information from parents/carers is obtained prior to the pupil leaving. This will help schools in reaching a decision about whether they meet grounds for removal. We have provided a template to support schools in gathering key information, see **Annex A**. Schools may need to do additional enquiries to assure themselves that they meet ground G. If schools are not assured that they meet ground G, they may need to refer for [Joint Enquiries](#) under 9(1)(h) or 9(1)(i) or take legal advice.

Similar information should be gathered when a pupil is requesting a leave of absence, this information will support schools should the pupil not return from that period of leave.

Ground G is not to be used where the pupil has not returned following a **granted** leave of absence, please see Ground H.

**Ground H of the School Attendance (Pupil Registration) (England) Regulations 2024 - The pupil has not returned following a leave of absence.**

Relevant regulation 9(1)(h)

Where a pupil has been granted a leave of absence and:

- The pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for,
- 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 that could be taken (either jointly or separately) to secure the pupil's attendance.

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 school, even with reasonable support and/or enforcement to try 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.

This ground cannot be used 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 such cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

**Examples of appropriate use include:**

- The pupil is still 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 schools 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.

**Where there is a concern for the child's welfare, a referral should be made to the [Bradford Children and Family Trust](#) and/or West Yorkshire Police.**

**References:** [Working together to improve school attendance - GOV.UK](#), [Children missing education - GOV.UK](#)

**Last updated:** June 2025

## Annex A: Pupil leavers form (CME)

This template is provided to support schools in gathering key information from parent/carers when they are to leave the area, whether that be to another area or out of the country. This information can support schools in deciding whether they meet grounds for deletion under the Pupil Registration Regulations.

<b>Parent/carer full names/s:</b>	<b>Telephone number/s:</b>	<b>Email address/es:</b>
<b>Child/ren name/s:</b>	<b>Child/ren DOB/s</b>	<b>Child/ren Year Group/s:</b>
<b>Full address in Bradford:</b>		
<b>School/s in Bradford:</b>		
<b>Last date of attendance in Bradford School/s:</b>		
<b>New full address moving to:</b>	<b>Moving date:</b>	
<b>Will the child be living with the parent/carers named above? If not, who will they reside with?</b>		
<b>New school name :</b>	<b>New school start date:</b>	
<b>Travel details (leaving the UK)</b>		
<b>Travel documents seen &amp; copies taken</b>	<b>Yes</b>	<b>No</b>
<b>Departure Airport/Port:</b>	<b>Date of departure:</b>	
<b>Flight/Ferry Ref Number:</b>	<b>Arrival Airport/Port:</b>	
<b>Record of actions taken by school</b>		
<b>Telephone calls:</b>	<b>Emails:</b>	<b>Home visits:</b>
<b>CTF/Lost Pupil Database Date completed:</b>	<b>Deletion return Date completed:</b>	<b>Other:</b>