# 



Guidance for Schools on Removing a Pupil from the School Register and Reporting Children Missing from Education

A picture containing text, aircraft

Description automatically generated September 2024

# Contents

[Contents 1](#_Toc173740292)

[1. Purpose of the briefing 2](#_Toc173740293)

[2. Introduction 2](#_Toc173740294)

[3. Process for notifying the local authority of deletions from the admission register 3](#_Toc173740295)

[4. Information required 3](#_Toc173740296)

[5. What are reasonable enquiries? 5](#_Toc173740297)

[6. Expected first day of attendance 5](#_Toc173740298)

[7. Reporting irregular attendance. 6](#_Toc173740299)

[8. Sharing common transfer files (CTF) through the school2school website (S2S) 6](#_Toc173740300)

[9. Lost pupil database 7](#_Toc173740301)

[Annex A: Grounds for deleting a pupil from the school admission register 9](#_Toc173740302)

[Annex B: CME 1A 13](#_Toc173740303)

# Purpose of the briefing

The purpose of this briefing is to inform schools about the process for notifying the Local Authority when they remove a pupil from the school admission register. The briefing also clarifies the circumstances where schools need to report children missing from education when:

* Believed to have left the area without a confirmed destination.
* Failed to return from a period of authorised leave.
* Ceased to attend and no longer ordinarily reside at a reasonable distance from the school.

# Introduction

The School Attendance (Pupil Registration) (England) Regulations 2024 come into force from 19th August 2024, replacing The Education (Pupil Registration) (England) Regulations 2006. Section 9 of the regulations govern the grounds for deleting a pupil of compulsory school age.

Annex A: details all fifteen grounds where a compulsory age pupil can lawfully be removed from roll

Headteacher’s should ensure that one of the 15 grounds prescribe in regulation 9 has been fully met before removing a pupil from roll.

With effect from 1st September 2016, all schools (including academies and independent schools) have been legally required to notify their local authority when they are about to remove a pupil’s name from the school admission register under any of the fifteen grounds listed in The School Attendance (Pupil Registration) (England) Regulations 2024 (Annex A).

This duty does not apply when a pupil’s name is removed from the admission register at standard transition points – i.e., when the pupil has completed the final year of education normally provided by that school.

# Process for notifying the local authority of deletions from the admission register

All schools must complete the web-based form as soon as one of the grounds for deletion has been met and not later than the date on which the pupils’ name is deleted from the register for children of compulsory school age.

This form can be accessed at the following link and must be completed for all pupils who are to be removed from the school roll outside of the standard transition points.

<http://www.bolton.gov.uk/schoolsadminremove> .

# Information required

When notifying the local authority that a pupil’s name is to be removed from the admission register, the school must provide the local authority with the following information:

1. the full name of the pupil,
2. the full name and address of any parent with whom the pupil lives,
3. at least one telephone number of the parent with whom the pupil lives,
4. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable,
5. the name of pupil’s destination school and the pupil’s expected start date there, if applicable,
6. the ground in regulation 9 under which the pupil’s name is to be removed from the admission register (see Annex A).

Completion of the online notification form will enable school to discharge their duty and provide all the required information.

Important note in relation to deletions from the register where the pupil has been absent for 20 continuous days or failed to return to school within 10 days of a period of approved absence.

Before deleting a pupil’s name from the register under regulation (9(1), sub-paragraphs (h) (iii)(aa)(bb) and (i)(iii)(aa)(bb) (see Annex A), schools must make ***reasonable enquiries*** to establish the whereabouts of the child **jointly** with the local authority.

Where a pupil has ceased to attend and is believed to have left the area without confirming a forwarding destination or failed to return to school within 10 days of a period of approved leave of absence, schools should undertake their own reasonable enquiries as soon possible and submit a CME 1A form **(Annex B)** to [onrollgonemissing@bolton.gov.uk](mailto:onrollgonemissing@bolton.gov.uk)

The CME 1A referral form can be found at the following link <https://www.bolton.gov.uk/cme-1a-form>

The pupil should remain on roll until the local authority have undergone further checks. The outcome of both the school’s and the authority’s attempts to trace the pupil will dictate their next steps.

Regulation 9(1)(h) and 9(1)(i) is only applicable where the school and the local authority have failed, after jointly making reasonable enquiries to ascertain where the pupil is, or they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again.

If either body’s enquiries locate the pupil, the pupil should remain on roll unless one of the other grounds within Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 has been met **(Annex A).** This includes instances where a parent has taken the child out of school for a period of extended leave of 20 days or more.

The school and local authority should both act according to the pupil’s circumstances at the time. This could mean, for example, accessing specialist services, dealing with a transfer between schools, keeping the pupil on the roll and treating the case as one of persistent truancy, and multi-agency working.

**Important note in relation to deletions from the register for pupils who no longer ordinarily reside at an address which is a reasonable distance from the school with which they are registered - Regulation 9(1)(g)**

For a school to delete a pupil’s name from the admission register under ground 9(1)(g) they would have to be sure that the pupil is not just temporarily away from the place they ordinarily reside.

Prior to removing a pupil from the register under regulation 9 (1)(g) the school should satisfy itself that a forwarding address has been established. Where no forwarding address can be established, school should complete a CME 1A form <https://www.bolton.gov.uk/cme-1a-form> and treat the matter as one where joint reasonable enquires are required to establish the whereabouts prior to removing from roll.

If a family notify school, they are moving abroad but are unable to confirm a forwarding address, school should request to see details of travel arrangements to satisfy itself that the family are leaving the country and not intending to return, to fulfil the requirements for regulation 9(1)(g)

# What are reasonable enquiries?

The term ‘reasonable enquiries’ grants schools and local authorities a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case will vary. The term ‘reasonable’ also makes clear that there is a limit to what the school and local authority is expected to do.

In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. Schools should also record that they have completed these enquiries.

This duty does not apply in relation to children who are registered at school but not attending regularly. Schools already have a duty to monitor attendance through the attendance register and should act early to address patterns of absence.

# Expected first day of attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.

The school must establish the reason for absence and mark the attendance register accordingly.

# Reporting irregular attendance.

Schools must monitor pupils’ attendance closely through their daily register and address poor or irregular attendance. Where absence is a cause for concern, schools should use Early Help processes to establish appropriate internal and external support for children and families.

Where pupils are persistently absent and school attempts to address this through Early Help processes and Staged Attendance Processes have not resulted in improvement, the school should notify the Early Intervention Service so the circumstances can be investigated, and appropriate intervention considered.

Information about how to access the Early Intervention Service can be found on the school’s extranet on the Early Intervention Service page

[https://schoolextranet.bolton.gov.uk/P28658](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fschoolextranet.bolton.gov.uk%2FP28658&data=05%7C02%7Cselina.bayliss%40bolton.gov.uk%7Ce106d93f857848ff9aab08dcad593ba9%7C43780061ae5d41df8197c8bc4da9be1e%7C0%7C0%7C638575845966409166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=KjGOjGtERZaGubTQA8bDWq%2BcdJXPN5yzD%2BXIIVPyRac%3D&reserved=0)

If there is reason to believe that a child is in immediate danger or at risk of harm, a referral should be made to children’s services (and the police if appropriate) without delay.

# Sharing common transfer files (CTF) through the school2school website (S2S)

All schools maintained by a local authority in England are required, when a pupil ceases to be registered at their school and becomes a registered pupil at another school in England or Wales, to send a Common Transfer File (CTF) to the new school. Schools maintained by a local authority include all phases – for example, nursery, primary, secondary – and types of schools – for example, special schools and pupil referral units (PRUs).

Academies (including free schools) are also strongly encouraged by the DfE to send CTFs when a pupil leaves to attend another school.

The statutory obligation on schools in England to send CTFs is set out in the Education (Pupil Information) (England) Regulations 2005 Statutory Instrument (S.I.) and subsequent amendments in The Education (Pupil Information) (England) (Amendment) 2008, The Education (Pupil Information and School Performance Information) (Miscellaneous Amendments) (England) 2013, The Education (Information) (Miscellaneous Amendments) (England) 2015, The Education (Pupil Information) (England) (Amendment) 2019.

The legislation referred to in the summary above mandates the sending of the data in CTFs within 15 days of a pupil leaving a local authority-maintained school for another school. This must be done using the CTF format, unless one of the schools does not have the systems for receiving the file. Section 9(2)(b) of the regulations states that the CTF must be sent either through the school2school system (S2S) or using a secure transfer system provided by a local authority.

# Lost pupil database

The school2school system also contains a searchable area, where schools can upload CTFs of pupils who have left but their destination, next school is unknown or the child has moved abroad or transferred to a non-maintained school.

Any pupil LEAVING a school whose destination is unknown or is known to be out of the maintained system, should have a file created and uploaded to this site.

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 the 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

Where a pupil is removed from roll under regulation 9(1)(h) and 9(1)(i) the school should send the common transfer file (CTF) to the school 2 school website at [www.education.gov.uk/s2s](http://www.education.gov.uk/s2s) using XXXXXXX as the destination. **Refer to the document Uploading CTFs for more information which can be found at the following link view**

<https://schoolextranet.bolton.gov.uk/P28350>

The school should also update their school information management system and record the pupil as ‘missing’

If a pupil arrives at a school without a CTF then the school should try to ascertain where they have come from and contact the school. If this is not known the school can contact the Information Management Team at [ec.imu@bolton.gov.uk](mailto:ec.imu@bolton.gov.uk) or 01204 337461/332134, to ask if a search can be done of the lost pupil database to see if a CTF has been uploaded by a previous school. If found, this can be edited so it can be downloaded by your school for import to your system.

Full guidance about common transfer files (CTF) can be found at the following link

<https://www.gov.uk/government/publications/common-transfer-file-20-specification>

For more information about this briefing note please contact the Early Intervention Service Manager on 01204 334315.

# Annex A: Grounds for deleting a pupil from the school admission register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration) (England) Regulations 2024** | | --- | | | |
| 1 | **9(1)(a)** the pupil has been registered at another school, unless—  (i) a school attendance order naming the school is in force in relation to the pupil;  (ii) the pupil is a mobile child, and the school is their main school; or  (iii) the proprietor has agreed with a person with control of the pupil’s attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school | | |
| 2 | **9(1)(b)** the pupil was admitted to the school for nursery education and—  (i) they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but  (ii) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; | | |
| 3 | **9(1)(c)** the pupil is also registered as a pupil at one or more other schools and—  (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;  (ii) the proprietor of each other school where the pupil is registered has consented to the deletion;  (iii) there is no school attendance order naming the school in force in relation to the pupil; and  (iv) the pupil is not a mobile child or, if they are, the school is not their main school; | | |
| 4 | **9(1)(d)** a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school; | | |
| 5 | **9(1)(e)** a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school; | | |
| 6 | **9(1)(f)** a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and—  (i) that day has passed; and  (ii) there is no school attendance order naming the school in force in relation to the pupil; | | |
| 7 | **9(1)(g)** the pupil no longer normally lives a reasonable distance from the school and—   1. the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and   (ii) the pupil is not a boarder; | | |
| 8 | **9(1)(h)** the pupil has been given leave of absence and—  (i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and  (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but—  (aa) they have not succeeded; or  (bb) they have succeeded, and 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; | | |
| 9 | **9(1)(i)** the pupil has been continuously absent from the school for at least twenty school days and—  (i) none of the circumstances mentioned in Table 2 in regulation 10(3) or in any row of Table 3 in regulation 10(4) other than the final three rows applied to the pupil at any point during that period;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and  (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but—  (aa) they have not succeeded; or  (bb) they have succeeded, and 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; | | |
| 10 | | **9(1)(j)** the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence; |
| 11 | | **9(1)(k)** the pupil has died; |
| 12 | | **9(1)(l)** the pupil will be over compulsory school age by the next time the school meets and—  (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or  (ii) the pupil does not meet the academic entry requirements to be transferred to the school’s sixth form |
| 13 | | **9(1)(m)** the pupil is a boarder at the school and—  (i) the school is a school maintained by a local authority or is an Academy;  (ii) charges for the pupil’s board and lodging are payable by a parent of the pupil; and  (iii) those charges remain unpaid by the parent at the end of the school term to which they relate |
| 14 | | **9(1)(n)** the pupil has ceased to be a pupil at the school and the school is not—  (i) a school maintained by a local authority; or  (ii) an Academy; or |
| 15 | | **9(1)(o)** the pupil has been permanently excluded from the school**.** |

# 

# A close up of a logo Description automatically generated with low confidenceAnnex B: CME 1A

## Children’s and Adult Services Department

## Children thought to have gone missing/left the area.

THIS CHECKLIST IS TO BE USED IN ALL CASES WHEN IT WOULD SEEM THAT A CHILD HAS LEFT BOLTO AND THE SCHOOL HAVE NOT BEEN INFORMED OF A NEW ADDRESS OR SCHOOL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of child(ren): |  | | |
|  |  | | |
| Date of birth: |  | | |
|  |  | | |
| Dates absent from School: |  | | |
|  |  | | |
| Parent(s) names: |  | | |
|  |  | | |
| Contact number & email address |  | | |
|  |  | | |
| Address: |  | | |
|  |  | | |
| School(s): |  | | |
|  |  | | |
| Completed by: |  | Date: |  |

| **STAGE 1 (to be completed by Schools)** | **Dates and times** | **Action by** | **Response/Result ((where appropriate name of person)** |
| --- | --- | --- | --- |
| 1. Are there safeguarding concerns regarding this child?  If yes please give the name of the Officer in Referral and Assessment who is dealing with the case |  |  |  |
| 2. Check if child is subject to a Child Protection Plan or LAC |  |  | Name of Social Worker: |
| 3. Made attempts to contact the family/relatives |  |  |  |
| 4. Checked possible whereabouts with staff & pupils? |  |  |  |
| 5 Checked with other known agencies involved |  |  |  |
| 6. Completed home visit |  |  |  |
| 7. Notified LA CME Officer |  |  |  |
| Any additional notes | | | |
|  | | | |

ONCE STAGE ONE HAS BEEN COMPLETED PLEASE FORWARD ONTO

[onrollgonemissing@bolton.gov.uk](mailto:onrollgonemissing@bolton.gov.uk)

***Please note that this information should be sent securely following the school policy on information security.***

|  |
| --- |
| STAGE 2 :  Further checks will be undertaken by the CME Officer. |

IF, HAVING COMPLETED THE ABOVE CHECKLIST, THE PUPIL’S WHEREABOUTS REMAIN UNKNOWN, THE SCHOOL SHOULD SEND THE COMMON TRANSFER FILE (CTF) TO THE SCHOOL TO SCHOOL WEBSITE AT (www.education.gov.uk/s2s) USING XXXXXXX AS THE DESTINATION.

ONCE THE REASONABLE CHECKS HAVE BEEN COMPLETED THE PUPIL MAY BE REMOVED FROM THE SCHOOL ROLL, WITH THE AGREEMENT OF THE EARLY INTERVENTION TEAM MANAGER OR THE LA CME OFFICER.

THE SCHOOL SHOULD UPDATE THEIR SCHOOL INFORMATION MANAGEMENT SYSTEM (e.g. SIMS) AND RECORD THE PUPIL AS “MISSING” AND COMPLETE THE ONLINE NOTIFICATION FORM ADVISING THE LOCAL AUTHORITY OF THE REMOVAL FROM ROLL.

THE REMOVAL FROM ROLL FORM CAN BE FOUND AT THE FOLLOWING LINK

<http://www.bolton.gov.uk/schoolsadminremove>

RETAIN THIS COMPLETED CHECKLIST AND COPIES OF ALL CORRESPONDENCE FOR FUTURE REFERENCE.