



Deletion of Pupils from School roll Policy

Chair of Governors	M Mortiboys (Nov 25)
Interim Headteacher	D Marusamy (Nov 25)
Next review date	November 2027

Introduction

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties. Pupils must not be deleted from the school roll without authorisation from the head teacher or other designated person.

Transfer of data - Common Transfer File (CTF)

Whenever a pupil is deleted from a school roll, the school has a statutory duty to upload a CTF to the Department for Education (DfE) School-to-School (S2S) website. The Education (Pupil Information) (England) Regulations 2005 describe the information that must be transferred and the method of transfer.

The school releasing the pupil must send a CTF to the new school within 15 school days of deregistration. Where possible, the CTF should be sent to the new school before the pupil leaves. This applies to any transfer at any time between educational establishments for pupils aged 3 to 16 years (Nursery to end of Year 11).

A pupil who becomes registered at a new school can be removed from the roll of our school from the last date of attendance. The pupil must not be deleted from roll until the new school placement and date of registration have been confirmed.

A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school is in agreement.

Immediate Removal

Our school, once confirmation has been received from parent/carer, will immediately remove from roll and inform the local authority of any pupil who is going to be deleted where:

- they have been taken out of school by their parents and are being educated outside the school system e.g. home education. The school - not the parent - has a legal duty to notify the Local Authority when deleting a child from roll under this criterion.
- they have ceased to attend school and no longer live within reasonable distance of the school at which they are registered. The school can only remove a child from roll under this criterion without waiting for confirmation of a school transfer if they have obtained proof of details of the child's new address (eg Council Tax bill). This is to enable a referral to the receiving local authority and reduce the risk of the child falling out of the education system.

- a parent has notified the school that the child is leaving the country permanently. The parent should be asked for proof of travel, especially if the school has reason for concern, such as a history of poor attendance or safeguarding issues.
- they have been 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/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- they are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- they have been permanently excluded and the appropriate process and timeline has been followed for hearings and appeals.

20 day removal

Where we have had no communication at all from Parent/Carer, or they have taken an extended unauthorised holiday, our School will remove the child from roll after 20 days providing all three of the following conditions are fulfilled:

- At no time was the absence during that period authorised by the school
- there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause, or no contact has been made by Parents/Carers to discuss the issue
- the school has made reasonable enquiries and failed to ascertain the child's whereabouts.

Our school will make no less than 3 attempts to locate the child and facilitate his/her safe return to school. Enquiries will include writing to the parents, attempting to make telephone contact with parents via calls and text, speaking to appropriate friends and relatives on our named contact lists and home visits.

All children removed from roll will be reported to the Children Missing in Education /Pupil tracking team to ensure that we are reducing the risk of the child falling out of the education system.