

# Guidance on deletion (removal) from roll

The School Attendance (Pupil Registration) (England) Regulations 2024

**Birmingham City Council**

September 2024



# The School Attendance (Pupil Registration) (England) Regulations 2024

## Deletion of names from admission register

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.

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). 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), unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the admission register, as set out in regulation 13(4), the school must provide the local authority with the following information about the pupil from the admission register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admission register.

A school cannot retrospectively delete (backdate) a pupil's name from the admission register or attendance register. The admission register and attendance register must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.

## Pupils of Compulsory School Age

The only reasons a pupil of compulsory school age can be removed from roll are detailed in the table below.

*Please note:*

- Pupils with EHC plans on roll at special schools, may not be removed from roll without the consent of the Local Authority (SENAR).
- Children in Care should not be removed from roll until discussion has taken place with the Virtual School and the allocated social worker.
- Children with child protection/child in need plans should not be removed from roll until discussion has taken place with the allocated social worker.
- Mobile children of no fixed abode cannot be deleted from the roll of the school which they normally attend when their parents are travelling. Usual absence procedures apply in these circumstances
- The Regulations apply to all schools including Academies, maintained schools, free schools and independent schools
- **The School Attendance (Pupil Registration) (England) (Amendment) Regulations 2024 requires schools make a return to the Local Authority with information relating to a pupil being deleted from the school's register in all circumstances in which a pupil is removed from the register (except at the completion of year 6 or compulsory school age). The information must include, amongst other things, any new address at which a pupil will be living and any new school which a pupil will be attending.**

Deletion reasons other than those specified '*are unlawful and a person who contravenes or fails to comply with any requirement imposed on him by the 2006 regulations is guilty of an offence under section 434(6) of the Education Act 1996 and may, if convicted, face a fine*'

## Case examples and regulations

Deletion Reason	Legal Reasons for Deletion	What the school needs to do	What the Local Authority needs to do	SAFEGUARDING NOTE:
<p>Child transferring to another school</p>	<p>9(1)(a) Child has been registered at another school unless the child is the subject of a school attendance order; is a mobile child; or the Head teacher has agreed with the parent to the child being registered at another school such as in a 'off site' direction where the child is dual registered.</p> <p><i>'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;'</i></p>	<p>Check with the new school that the child has started and is now on roll</p> <p>Complete pupil movement form on schools' portal and include all the details outlined in Regulation 13(4) including the pupils address.</p>	<p>Contact the new school to confirm the start date</p> <p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><i>Before the child is removed from roll under the transfer regulation, the school must check that the child has started at the new school, even if the school is situated outside the Local Authority's area.</i></p>

<p><b>Child not transferring to the school's Reception class from the nursery class</b></p>	<p><b>9(1)(b) Child has not continued from the nursery class into a reception class at the school</b></p> <p><i>'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'</i></p>	<p><b>Follow usual LA procedures</b></p> <p><b>NOTE: If there are any safeguarding concerns please refer immediately to CASS</b></p> <p><b>Pupil Movement Form not required</b></p>		
---	---	---	--	--

<p>Child has been dual registered</p>	<p>9(1)(c) Child is registered at more than one school and both proprietors agree to the pupil's removal from the roll of the school that the pupil has ceased to attend. (This includes pupils subject to an 'off site direction' who must remain registered at one or both of the schools participating in the planned move until agreement is reached);</p> <p><i>'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;'</i></p>	<p>Only applies where pupil has ceased to attend one of the schools and when agreed by both Headteachers</p> <p>Check that the child continues to attend the other school</p> <p>Contact the other school and parents with reference to the written off site direction agreement and seek agreement to the deletion</p> <p>Once agreement is secured, remove from roll</p> <p>Complete pupil movement form on schools' portal</p>	<p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><i>The child must not be removed from roll unless the schools concerned are in agreement that the child has ceased to attend at the one school and is a registered pupil at the other school attending on a full-time basis.</i></p>
<p>School attendance order has been amended with the name of another school</p>	<p>9(1)(d) School attendance order amended by the LA with the name of a new school</p> <p><i>'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'</i></p>	<p>Check with the new school that the child has started and is now on roll</p> <p>Complete pupil movement form on schools' portal</p>	<p>ELIT to contact the new school to confirm the start date</p> <p>ELIT to substitute the name of the new school in the SAO and notify the school</p> <p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><i>Before the child is removed from roll, the school must check that the child has started at the new school, even if the school is situated outside the Local Authority's area.</i></p>

<p>School attendance order has been revoked as suitable education has been offered otherwise than at school</p>	<p>9(1)(e) school attendance order revoked as the child is being educated otherwise than at school and the education is suitable.</p> <p><i>'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'</i></p>	<p>If parent wishes to electively home educate, complete EHE form and send to LA</p> <p>Complete pupil movement form on schools' portal</p>	<p>If the parent chooses to electively home educate, EHE team to ensure the education provided is suitable</p> <p>Authorise removal from roll and revoke SAO</p> <p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><i>Before the child is removed from roll, the school must check that a referral to the EHE team has been made if applicable or that the education provided is suitable</i></p>
<p>Parent has written to the school stating they wish to home educate</p>	<p>9(1)(f) The child not subject to a SAO has ceased to attend and the parents have written to the school stating that the child will be 'educated otherwise' than at school (Elective Home Education)</p> <p><i>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;</i></p>	<p>Inform the parent that they must write to the school to state that they wish to home educate.</p> <p>Send 'Elective Home Education' pack to family or provide the link to the BCC online information:</p> <p><a href="#"><u>Click here to link to the Birmingham Elective Home Education Guidance for parents</u></a></p> <p>Once the letter from the parent has been received, remove from roll, complete EHE Referral Form and sent to EHE Team within the LA.</p>	<p>EHE team to ensure the education provided is suitable, and continue to monitor</p> <p>EHE team to update IMPULSE to show children are now EHE and inform the school</p> <p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><i>Parents often do not understand what Elective Home Education involves. It is important that the options are fully discussed with parents before the child is removed from roll. However, removal from roll should then occur without delay.</i></p> <p><i>Parents must put in writing to the school their intention to home educate. A referral to the EHE team should not be made until the school have received the written notification from the parent</i></p> <p><i>Schools must not coerce parents into home educating. Schools must not ask parents to sign a pre-written letter drafted by the school indicating that they wish to home educate. This could be viewed as 'off-rolling' and may not be accepted by the EHE team. It could also lead to a negative Ofsted judgement.</i></p>

		Keep the place open for 10 days then complete pupil movement form on schools' portal		
Child moved house too far away from school to attend	<p>9(1)(g) Child has moved to a new address and the school have reasonable grounds to believe the child will not attend the school again</p> <p><i>'the pupil no longer normally lives a reasonable distance from the school and— (i) 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'</i></p>	<p>Obtain new address and school details (if secured) from the parent.</p> <p>Conduct a home visit to establish that the family have vacated the property</p> <p>Refer the family to the new LA School Admissions Service</p> <p>Remove from roll</p> <p><i>If new address is not known, do not remove from roll – the 'Children Missing Education' (CME) procedures must then be followed</i></p> <p>Complete pupil movement form on schools' portal</p>	<p>School Admissions to update IMPULSE with details from pupil movement form</p> <p>School Admissions to ensure family have submitted an application for new school.</p> <p>If new school place not accepted by family, School Admissions to follow School Attendance Order procedures.</p>	<p><b><u>It is absolutely essential that schools secure the family's new address, even if they have moved abroad. This rule cannot be used without it.</u></b></p> <p><i>If the family have moved house but the child is still attending, this rule doesn't apply. If the child has ceased to attend and has moved more than 6000 metres safe walking distance (primary) or 7000 metres safe walking distance (secondary) from the school the child can be removed from roll under this rule. This does not apply if the child has been made homeless and is residing in a hostel or hotel.</i></p> <p><i>In the case of a child moving to another LA some distance away, the child should not be removed from roll until the new Local Authority has established that the child is resident at the new address. <b>If the new LA cannot find the child, the 'CME' procedures should be used.</b></i></p> <p><i>If the parents do not provide contact details or a new address, the CME procedures should be used.</i></p>
Child failed to return from authorised leave in term time (CME) – <u>agreement with the LA is required</u>	9(1)(h) Child failed to return from authorised leave in term time at least 10 school days since authorised leave expired, and the LA and school have made reasonable enquiries to try to locate the child. Where the child's	School should follow the 'Leave in Term Time (Legal) process' ( <a href="#">Click here to link to Birmingham City Council's Leave in Term Time (Legal) Processes in terms of attendance</a> ) and jointly make reasonable enquiries with the Children Missing Education	CME team to make 'reasonable enquiry' jointly with the school. Once enquiries are completed and if the child cannot be located, the CME team to inform the school and authorise roll removal.	<p><i>Head teachers may only authorise leave in term time in 'exceptional circumstances'. The number of days authorised is at the discretion of the Head teacher.</i></p> <p><i>The school should also follow the 'Leave in Term Time (Legal) process' in the first instance: <a href="#">Click here to link to Birmingham City Council's processes in terms of attendance</a></i></p>

<p><u>for this deletion regulation</u></p>	<p>whereabouts remain unknown, or their whereabouts are now known but there is reason to believe the child will not return to the school even where reasonable or legal steps are taken, the school and LA must both agree the deletion.</p> <p><i>'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</i></p>	<p>(CME) team, including phone calls, letters and a home visit. (Please see CME procedures – referral to the team must be made within 5 days)</p> <p>NOTE: If there are any safeguarding concerns such as possible FGM, CSE etc., please refer immediately to CASS</p> <p>When the deletions notice is received from the CME team, complete pupil movement form on schools' portal</p>		<p><b>Note:</b> <i>If, during unauthorised leave, a parent contacts the school, the child would no longer be considered as "missing and the usual absence procedures should be followed including the 'Leave in Term Time (Legal) process'. The regulation does not apply when legal action or other reasonable means could secure the child's attendance so only applies where families have left their family home without providing a forwarding address or have gone abroad and their whereabouts are unknown.</i></p>
<p>Child missing for 20 days unauthorised absence (due to unauthorised leave</p>	<p>9(1)(i) Child absent without authorisation for at least 20 continuous school days and both</p>	<p>School should follow the 'Leave in Term Time (Legal) process' and jointly make reasonable enquiries with the CME team,</p>	<p>CME team to make 'reasonable enquiry' jointly with the school. Once enquiries are completed and if the child cannot be</p>	<p><i>In cases of unauthorised leave in term time, the school should also follow the 'Leave in Term Time (Legal) process'. <u>Contact the Education Legal Intervention team at</u></i></p>

<p>or moving address without new address being provided) and referred to CME - <u>consent is required from the local authority for this deletion regulation</u></p>	<p>LA and school have made reasonable enquiries to try to locate the child. Where the child's whereabouts remain unknown, or their whereabouts are then known but there is reason to believe the child will not return to the school even where reasonable or legal steps are taken, the school and LA must both agree the deletion.</p> <p><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'</i></p>	<p>including phone calls, letters and a home visit. (Please see CME procedures – referral to the team should be made within 5 days of the disappearance of the child)</p> <p>NOTE: If there are any safeguarding concerns such as possible FGM, CSE etc., please refer immediately to CASS</p> <p>After a minimum of 20 school days unauthorised absence and once the deletions notice is received from the CME team, the school can remove from roll and complete a pupil movement form on schools' portal.</p>	<p>located, the CME team to inform the school and authorise roll removal</p> <p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><u><a href="mailto:attendance@birmingham.gov.uk">attendance@birmingham.gov.uk</a> for more information about deletion from roll and the Leave in Term Time (Legal) process</u></p> <p><i>Note: If, during unauthorised leave, a parent contacts the school, the child would no longer be considered as "missing and the usual absence procedures should be followed including the 'Leave in Term Time (Legal) process'.</i></p> <p><i>The regulation does not apply when legal action or other reasonable means could secure the child's attendance so only applies where families have left their family home without providing a forwarding address or have gone abroad and their whereabouts are unknown.</i></p>
<p>Child sentenced to detention and not likely to return to</p>	<p>9(1)(j) Child has received final sentence or detention order and there is no reason to believe the</p>	<p>Contact YOTs team to confirm sentence and seek advice about likelihood of child's return, and to arrange a meeting regarding a</p>	<p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><i>A child detained for medical reasons cannot be treated as a child in custody.</i></p>

<p><b><u>school – consent from YOTs will be required for this deletion regulation</u></b></p>	<p><b>child will return to the school (not including remand)</b></p> <p><i>'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'</i></p>	<p>plan for the pupil to return to school if appropriate</p> <p>Use Code Y5 on the registers for any child in criminal detention</p> <p>Removal from roll must only instigated if the child will not be returning to the school and with the agreement of YOTs</p> <p>If removal from roll is approved school to complete pupil movement form on schools' portal</p>		<p><i>In most cases, a child will be released well before the sentence is completed. Removal from roll can only occur with the agreement of the Youth Offending Team</i></p>
<p><b>Death of child</b></p>	<p><b>9(1)(k) Child has died</b></p> <p><i>'the pupil has died;'</i></p>	<p>Check information provided by the parent sensitively</p> <p>Remove from roll</p> <p>Complete pupil movement form on schools' portal</p>	<p>School Admissions to update IMPULSE with details from pupil movement form</p>	<p><i>Schools should inform School and Governor Support of the child's death as the school and parents may require support from the Local Authority at this difficult time. Schools could offer an Early Help Assessment to families or ask if they require additional support</i></p>
<p><b>End of year 11 and not continuing to school sixth form</b></p>	<p><b>9(1)(l) Child will cease to be of compulsory school age before following term starts and parent/pupil has notified the school that the pupil will be leaving</b></p> <p><i>'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</i></p>	<p>School to ensure provision secured for Year 12 (Education, Employment or Training) under 'Raising the Participation Age' legislation</p> <p>Remove from roll on the Monday following the last Friday in June of the academic year the child is 16 years of age</p>		<p><i>Do not remove from roll if the young person is staying on for the school's sixth form. If the young person is staying on mark the registers with code X after the last Friday in June if no lessons have been timetables until the new academic year.</i></p>

	<i>requirements to be transferred to the school's sixth form;</i>	<i>Pupil Movement Form not required</i>		
n/a	<p><b>9(1)(m) Child is a boarder in a maintained school or Academy and the boarding fees have not been paid</b></p> <p><i>'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'</i></p>	Not applicable in Birmingham		
Child ceased to attend an independent school	<p><b>9(1)(n) Child ceased to attend provision other than at a maintained school, academy, CTC, C. Cat etc.,</b></p> <p><i>'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'</i></p>	<p>Provider to make 'reasonable enquiries', including a home visit. - follow CME procedures including referral to the CME team within 5 working days if the child cannot be located</p> <p>If child is located, and absences are unauthorised instigate 'Support First' School Attendance Procedure <a href="#">Click on link to 'Support First' guidance</a></p> <p><b>If 'Support First' is not appropriate remove from roll</b></p> <p>Complete pupil movement form on schools' portal</p>	<p>School Admissions to update IMPULSE with details from pupil movement form</p> <p>School Admissions to contact family with a view to a new school place</p>	<p><i>It is important that children are not removed from roll and allowed to 'disappear' for safeguarding reasons. Deletion from roll should be a last resort. If a parent refuses to send their child to the provision, the parent could be failing in their legal responsibilities to ensure their child is receiving an education.</i></p> <p><i>Providers should ensure that on these occasions, any absence is unauthorised and 'Support First' is considered. For more information on the process contact: <a href="mailto:attendance@birmingham.gov.uk">attendance@birmingham.gov.uk</a> for more details.</i></p>

<p><b>Child permanently excluded</b></p>	<p><b>9(1)(o) Child has been permanently excluded</b></p> <p><i>'the pupil has been permanently excluded from the school'</i></p>	<p>Inform Exclusions team</p> <p>Comply with DfE statutory Exclusions Guidance</p> <p>Use 'D' code after 5 days if the pupil is in receipt of education at another school/COBs. If the pupil is not in receipt of education, use code E.</p> <p>Complete pupil movement form on schools' portal when: if the parent has appealed and the appeal has been heard and not upheld; if the parent has not appealed within the statutory time 15 school day time limit; if the parent has advised in writing that they do not wish to appeal.</p>	<p>Exclusions team to refer to COBs/SENAR for provision from the 6<sup>th</sup> day</p> <p>Following the outcome of any review hearing, authorise removal from roll</p> <p>Notify COBs or SENAR (in the case of a child with a statement or EHC plan)</p>	<p><i>Removal from roll cannot take place until the outcome of any appeal has been determined, unless the parent has stated in writing that they do not wish to apply for/continue with an appeal, or, has not applied within the statutory time limit (15 school days).</i></p>
--	---	---	---	--

## Pupils not of compulsory school age

- Pupils with EHC plans on roll at special schools, may not be removed from roll without the consent of the Local Authority (SENAR).
- Children in Care should not be removed from roll until discussion has taken place with the Virtual School and the allocated social worker.
- Children with child protection/child in need plans should not be removed from roll until discussion has taken place with the allocated social worker.

Deletion reason	Legal Reasons for Deletion
Child not expected to attend again	<p>Reg 9(3)(a) Child is not a boarder and is not expected to attend again – NOTE: If there are any safeguarding concerns related to the child not attending please refer immediately to CASS. Early Years children should be referred to the Early Years Team for safeguarding checks to be undertaken</p> <p><i>‘the pupil is not a boarder and the proprietor does not have reasonable grounds to believe that they will attend the school again’</i></p>
Child is a boarder and has ceased to be a pupil	<p>Reg 9(3)(b) Child is a boarder and has ceased to be a pupil at the school/provision – NOTE: If there are any safeguarding concerns related to the child not attending please refer immediately to CASS. Early Years children should be referred to the Early Years Team for safeguarding checks to be undertaken</p> <p><i>‘the pupil is a boarder and has ceased to be a pupil at the school’</i></p>
Absent for 20 continuous school days and cannot be located	<p>Reg 9(3)(c) Child/young person absent for 20 continuous school days (not agreed) and the school cannot locate the pupil – NOTE: If there are any safeguarding concerns please refer immediately to CASS. Early Years children should be referred to the Early Years Team for safeguarding checks to be undertaken</p> <p><i>the pupil has been continuously absent from the school for at least twenty school days and— (i) the pupil was not absent with leave 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 has made reasonable efforts to find out the pupil’s location and circumstances but— (aa) has not succeeded; or (bb) has succeeded and has no reasonable grounds to believe that the pupil will attend the school again;</i></p>
Child has died	<p>Reg 9(3)(d) Child has died</p> <p><i>‘that the pupil has died;’</i></p>
Child permanently excluded	<p>Reg 9(3)(d) Child has been permanently excluded from school</p> <p><i>‘the pupil has been permanently excluded from the school’</i></p>

