

# Southampton City Council

## Inclusion Services

### Children Missing Education (CME) guidance for schools 2024/25



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**Children Missing Education (CME) guidance for schools 2024/25**

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## PURPOSE

To support schools in:

- Removing schools from roll lawfully.
- Delivering their statutory duty to provide specific information to the local authority for all leavers, in a manner which minimises the burden on schools.
- Ensuring that when Head Teachers, as proprietors of schools, remove children from roll a robust audit trail exists to underpin any removals.

**Please note that these procedures do not replace existing safeguarding referral processes and procedures which should be followed in all cases where there are safeguarding concerns.**

A table of [Substantive changes](#) has been included.

## SCOPE

The government defines children missing education (CME) as:

*Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.*

Our approach in Southampton has always been to prevent children becoming CME in the first place, rather than responding to cases after the event. This is the focus of the advice contained in this guidance.

The statutory DfE guidance Working Together to Improve School Attendance (2024) clarifies that the local authority where a pupil attends school should normally take the lead in any action to improve attendance.

## GUIDANCE COMMITMENTS

Principle	We will work to achieve this by:
We will strive to ensure that no child is unlawfully removed from roll in Southampton.	<ul style="list-style-type: none"><li>• Providing schools with over-arching guidance that aims to ensure compliance with the law governing removal from roll.</li><li>• Schools ensuring that this guidance is made readily available to all staff involved with CME and removal from roll.</li><li>• Challenging schools and colleagues on the rare occasions when removal has been unlawful.</li><li>• Providing guidance to schools on lawful removal from roll in individual cases.</li><li>• Advising schools to confirm re-enrolment in the city before removing a pupil from roll or confirm that a pupil is known to a forwarding local authority if they have moved outside of the city.</li></ul>
Schools that embed systems and processes that ensure that they have full and accurate information and data for pupils will be better placed to respond to CME, or potential CME, cases.	<ul style="list-style-type: none"><li>• Schools making full and appropriate use of specific information contained in the Pupil Registration Form e.g. relating to Court Orders, Visas in place, professional involvements, the transfer of records from previous schools, or care status.</li><li>• Notifying schools of pupil changes of address if we are informed by Housing colleagues and believe that schools are unaware.</li><li>• Wherever possible, schools responding to requests for term-time leave of absence in writing, making potential consequences clear and ensuring that contact details for parents are up to date and proof of travel has been obtained, if required.</li><li>• Schools putting in place a data collection update schedule to ensure that management information systems are up to date.</li><li>• Schools building good relationships with traveller families who actively travel during term time.</li></ul>

- Schools using data available to them about individual pupils to ensure management information systems are up to date e.g. from PPN1s, safeguarding meetings or school meetings with parents.
- Schools updating management information systems with information that becomes known after a child has left e.g. a child who has relocated to a new local authority, may not initially have a named school, so when the new school becomes known at a later date, management information systems should be updated.

Working together will help to achieve the best outcomes for children.

- Providing a guidance document for schools which addresses the most common issues raised with the Senior Children Missing Education Officer.
- Ensuring an appropriate focus on vulnerable groups and reinforcing the need for schools to liaise with allocated Children's Services caseworkers, the Virtual School, and the SEND Team.
- Advising schools to liaise with the School Admissions Team when pupils who have been offered a school place do not take it up, both in-year and at transition points after carrying out initial enquiries.
- Carrying out background checks to support schools with cases that are pre-CME referral, as requested.
- Providing schools with a suggested 'leavers form' for parents as an appendix in this guidance document.
- Working with non-SIMS schools who may be unable to adhere to our CME process in the same way as other schools. This is because our process was designed around SIMS to negate the need for bureaucratic reporting and referral procedures.
- Encouraging schools to use all the information available to them e.g. liaising with schools that may have siblings enrolled, using all contacts available to them for the pupil.
- Providing support to schools where an appropriate CME referral has been made.

## A PUPIL HAS FAILED TO ATTEND UNEXPECTEDLY AND THE SCHOOL IS UNABLE TO CONTACT PARENTS

**Regulation under which removal from roll would be lawful:** It is not possible to determine in this scenario until the process below has been followed and further enquiries made.

Please note that regular absence from school cases, absence for unacceptable reasons or school refusers, do not fall under the remit of this guidance and should be discussed with the appropriate Education Welfare Officer.

First day absence procedures (as suggested below) should be followed:

- Attempt to contact parents/guardians by telephone or e-mail.
- Utilise Truancy Call (or other similar automated service) if this system is available.
- Attempt to contact any other person with parental responsibility by telephone, ensuring that contact with a non-resident parent is appropriate. Refer to pupil's registration form.
- Attempt to contact all other emergency contact numbers.
- Follow any specific arrangements made for at risk parents (see [Contact Plans for parents at risk](#)). Contact schools known to have siblings on roll. Schools should have sibling information held on their pupil registration forms, but we can help you to identify other appropriate schools if you are unclear.
- Enquire of school staff or other pupils/parents.
- Home visit to be carried out by school, including enquiries of neighbours. If there is no response at the home address, it should be established which of the following outcomes is relevant and this should be recorded on the [CME referral form](#):
  - Property is empty
  - Current residents do not know the family
  - Current residents confirm the family have left

- Neighbour confirms the family have left
- No response to the door, note left and no response to this note (confirm visit date)
- Considering other pupils who may be neighbours.
- Enquire of any professionals working with the family.
- Letter to be sent to the home address.

A failure to identify a reason for absence after first day procedures have been followed would indicate that the child *may* be 'missing'.

If the pupil remains missing from school and there have been no prior discussions regarding the absence, a referral should be made to the CME Officer after no longer than 10 school days, either by direct contact or using the [CME referral form](#) which is also available on the SCC website.

Where a pupil resides in one local authority, but attends school in another, the local authority where the child is enrolled should usually take the lead in any action to improve school attendance (Working Together to Improve School Attendance (2024)).

The pupil must remain on roll and may only lawfully be removed from roll in consultation with the local authority.

Note: Prompt action should be taken for pupils deemed to be at risk (see below).

### **Pupils at Risk**

Working Together to Improve School Attendance (2024) states that schools are expected to inform a pupil's social worker of any unexplained absences from school and if the pupil is to be removed from roll. If the pupil is open to Children's Services and has an allocated caseworker, the school should notify the caseworker within the first 24 hours of the unauthorised absence if no home contact can be made. See [Contacts](#).

Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify the Children's Resource Service and the Police immediately. The Education Welfare Officer or CME Officer should be notified as soon as possible afterwards.

See [Legislative Context and other Related Documents](#) for links to key safeguarding advice and guidance. If, having consulted these documents, you have safeguarding concerns and remain unsure of what to do next, then seek the advice of Children's Resource Service.

## **A PARENT GIVES NOTICE OF WITHDRAWAL AND PROVIDES NAME OF NEW SCHOOL**

### **Forwarding school is within the city**

**Regulation under which removal from roll would be lawful:** 9(1)(a) applies when a pupil 'been registered as a pupil at another school.' Schools should not therefore, remove a pupil from roll in advance of a pupil starting at their new school, even if the starting date at a new local school falls immediately after a period of school holiday, although junior and secondary transfer groups are exceptions to this rule.

Parent(s) should be asked to complete a [Leavers Form](#) and the current school should contact the new school to confirm that they are aware of the pupil.

If the new school are not aware of the pupil, the current school should contact the School Admissions Team (see [Contacts](#)) to see if an in-year transfer form has been submitted.

If the pupil is not known to the new school or School Admissions, the pupil must remain on roll and further enquiries made of the parent.

In cases where families have moved to a new house within the city there are occasions when the current school remains the closest school to a new address with a place available. In such circumstances the Admissions Team will write to parents advising them that their child should remain at their current school until a place becomes available.

**Remember:** Schools are required by law to obtain the new home address, which must be recorded in the school management information system along with the name and admission date at the new school. See [Entries for leavers in management information system](#) and [Appendix 4: Recording the destination of school leavers in SIMS](#).

**The child should not be removed from roll until they are actually re-enrolled in the city** and at this point the start date should be recorded in the school management information system (and new address if applicable). The pupil can be removed from roll.

### Forwarding school is outside the city

**Regulation under which removal from roll would be lawful:** 9(1)(g) applies when a pupil 'no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered. For clarity, this criterion would typically apply to cases that have involved a house move.

Parent(s) should be asked to complete a [Leavers Form](#).

If the current school has not already been contacted by the new school to request a CTF or transfer of paper files, the current school should contact the new school to confirm that they are aware of the pupil.

If the new school is not aware of the pupil, the school should contact the new local authority School Admissions Team to see if an in-year transfer form has been submitted.

**The pupil should not be removed from roll if evidence of enrolment or being known to the forwarding local authority cannot be confirmed. In these cases, a referral should be made to the Senior CME Officer.**

**Keeping a pupil who has left the city enrolled but marking them as absent does not safeguard the child. Please follow the steps listed in [Appendix 3: Grounds for removal from roll and checklist](#) and if necessary to make a referral to the Senior CME Officer.** When doing so, please include the details of siblings in the family – even if they attend other schools.

If a CTF is requested by a new school at a later date, the Southampton school should record the name of the new school, start date and new address in their management information system.

**Please refer to [Appendix 4: Recording the destination of school leavers in SIMS](#) which outlines the required forwarding information schools must record for leavers (including details of who the child will reside with).**

In order to assist schools in making further enquiries and establish which local authority a new address falls under, a helpful tool can be found at: [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council). [Please see Appendix 5](#).

## A PARENT GIVES NOTICE OF WITHDRAWAL BUT CANNOT NAME A NEW SCHOOL

**Regulation under which removal from roll would be lawful:** In the absence of further information it is not possible to determine under which regulation removal from roll would be lawful. The procedure below should therefore be followed.

Parent(s) should be asked to complete a [Leavers Form](#).

The school is lawfully required to obtain a forwarding address of where the family will be moving to and the appropriate contact information for the person(s) the pupil will be residing with. This information **must** be recorded in the [management information system](#).

There are occasions when moves are not intended to be permanent so this should be explored further. If a move is in response to a temporary crisis within a family, please contact the Senior CME Officer because, in such circumstances, the school could explore a dual registration arrangement with another school.

The parent should be asked to complete an in-year transfer form (if this has not already been done) even if they are moving outside of the city, because applications can be submitted via the home LA at the time and forwarded on.

If the school is advised that a transfer form has been submitted the School Admissions Team, within or outside of the city, they should be contacted to confirm this. Please see [Appendix 5](#) for a link to establish the local authority a new address falls under.

**The pupil should not be removed from roll if evidence of enrolment or being known to the forwarding local authority cannot be confirmed. In these cases, a referral should be made to the Senior CME Officer.**

When referring to the Senior CME Officer, please include the details of siblings in the family, even if they attend other schools.

Advice should be sought from the Education Welfare Officer or Senior CME Officer as required.

## **A PARENT GIVES NOTICE OF WITHDRAWAL BECAUSE THE FAMILY ARE LEAVING THE UK**

**Regulation under which removal from roll would be lawful:** 9(1)(g) states that the pupil 'no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.'

Schools should ask parents to complete a [Leavers Form](#).

If the school has **no concerns nor reason to doubt** this information the pupil should be removed from roll at the end of their last day of attendance.

If the school has concerns and believes that this information may not be correct, the school should arrange a home visit. In such cases, the pupil should remain on roll while investigations are ongoing and the Education Welfare Officer could be consulted.

If there are siblings in the family enrolled at other schools in the city, you should make contact with them to ensure that the information you have been provided with is consistent.

Some parents may request confirmation of their child's enrolment at school, before or after leaving the UK, to pass onto the new overseas school. Parents should be asked to put such requests in writing.

### **Pupils at Risk**

Working Together to Improve School Attendance (2024) states that schools are expected to inform a pupil's social worker of any unexplained absences from school and if the pupil is to be removed from roll. If the pupil is open to Children's Services and has an allocated caseworker, the school should notify the caseworker within the first 24 hours of the unauthorised absence if no home contact can be made. See [Contacts](#).

Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify Children's Resource Service and the Police immediately. The Education Welfare Officer or Senior CME Officer should be notified as soon as possible afterwards.



See [Legislative Context and other Related Documents](#) for links to key safeguarding advice and guidance. Having consulted these documents if you have safeguarding concerns and remain unsure of what to do next, then seek the advice of Children's Resource Service.

## **A PARENT GIVES NOTICE OF WITHDRAWAL BECAUSE THE PUPIL IS MOVING TO RESIDE WITH ANOTHER PARENT**

**Regulation under which removal from roll would be lawful:** 9(1)(g) where the pupil 'no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered' could apply, or, 9(1)(a). where the pupil has 'been registered as a pupil at another school.' Further enquiries would be needed to determine which of these grounds should be used.

In some cases, a move from one parent to another may not result in a change of school but schools still need to collect and record relevant forwarding information.

Where there is due to be a school change, or the child will be leaving the country, schools should first check the information provided on the Pupil Registration form and then ask the parent to complete a [Leavers Form](#). You should reasonably expect the pupil registration form to list details of the non-resident parent with whom the child is going to live. If this is not the case, further enquiries should be made.

Schools should ensure that they have confirmed with both parents that the child will be moving and that this is a long-term arrangement, rather than for a period of respite (in which case, dual registration should be explored).

If a parent declines to provide contact information for the non-resident parent, further enquiries should be made and proof of travel requested if the move is overseas. Please reassure parents that these enquiries form part of your legal duty to provide information to the local authority.

If you have significant concerns and evidence for a safeguarding referral, then you should refer to the Children's Resource Service

The school should then follow the usual process outlined in the relevant previous sections, as necessary.

## **A PUPIL IS WITHDRAWN TO BE ELECTIVELY HOME EDUCATED**

**Regulation under which removal from roll would be lawful:** 9(1)(f) states that 'the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.'

Elective home education is not home tuition provided by the LA, LA provision, or tuition provided by the current school.

Parents have a lawful right to educate their children at home and schools must remove the child from roll once written confirmation of this intention has been received.

The parental deregistration letter must state that they intend to withdraw their child from school and provide education at home. A copy of this letter and the EHE notification form, must be passed to the Inclusion Services as soon as possible after receipt so that a copy may be linked to the child's record on the LA pupil database.

This information should be sent securely via the online form on the [Southampton City Council website](#).

**If a parental letter does not specifically state that they intend to home educate their child, then the pupil must remain on roll and the case should be discussed with the Children Not in School Manager (023 8083 3889).**

A copy of our EHE guidance for schools can be found on the Southampton City Council website. Working Together to Improve School Attendance (2024) states that schools should not seek to persuade parents to educate their children at home as a way of avoiding exclusion or because the pupil has a poor attendance record.

If the pupil lives within the Hampshire boundary contact should be made with the Hampshire Elective Home Education Team on 02392 441507, or by e-mail at:

[ehehampshire@hants.gov.uk](mailto:ehehampshire@hants.gov.uk)

### **Pupils at Risk**

Working Together to Improve School Attendance (2024) states that schools are expected to inform a pupil's social worker of any unexplained absences from school and if the pupil is to be removed from roll. If the pupil is open to Children's Services and has an allocated caseworker, the school should notify the caseworker within the first 24 hours of the unauthorised absence if no home contact can be made. See [Contacts](#).

Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify the Children's Resource Service and the Police immediately. The Education Welfare Officer or Senior CME Officer should be notified as soon as possible afterwards.

See [Legislative Context and other Related Documents](#) for links to key safeguarding advice and guidance. Having consulted these documents if you have safeguarding concerns and remain unsure of what to do next, then seek the advice of Children's Resource Service.

## **A PUPIL IS WITHDRAWN BY PARENTS WITHOUT WARNING**

**Regulation under which removal from roll would be lawful:** A parent cannot withdraw their child from school unless the reason meets one of the grounds in the regulations. In this scenario further enquiries are needed before the appropriate regulation can be determined, or, the pupil must remain on roll and the matter pursued as a non-attendance issue.

If a parent notifies a school that their child will not be returning to school, they should be contacted to explore the situation further. If the family have moved away, then the advice included in this document should be followed.

If the family have not moved, parents should be invited into a meeting in school to explore the issues further and to see if a resolution can be found. If parents decline to meet in school a home visit should be carried out.

Such cases generally occur when the parent feels they have a grievance, however, **parents cannot lawfully withdraw their child from school in such circumstances and the pupil should remain on roll.**

If a resolution cannot be found or the parent is unwilling to engage, a referral should be made to your Education Welfare Officer in the first instance. If the whereabouts of the family cannot be determined a referral should be made to the Senior CME Officer.

### **Pupils at Risk**

Working Together to Improve School Attendance (2024) states that schools are expected to inform a pupil's social worker of any unexplained absences from school and if the pupil is to be removed from roll. If the pupil is open to Children's Services and has an allocated caseworker, the school should notify the caseworker within the first 24 hours of the unauthorised absence if no home contact can be made. See [Contacts](#).

Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify Children's Resource Service and the Police immediately. The Education Welfare Officer (EWO) or Senior CME Officer should be notified as soon as possible afterwards.

See [Legislative Context and other Related Documents](#) for links to key safeguarding advice and guidance. Having consulted these documents if you have safeguarding concerns and remain unsure of what to do next, then seek the advice of Children's Resource Service.

## A PUPIL FAILS TO RETURN FROM TERM-TIME LEAVE OF ABSENCE

**Regulation under which removal from roll would be lawful:** 9(1)(h) may apply. See [Appendix 3](#) for the full criteria.

Instances of exceptional term-time leave of absence should be kept to a minimum (see [Legislative Context and other Related Documents](#)). Once a decision has been made agreeing that the circumstances are exceptional and leave of absence should be granted, it is important that the authorised period of absence must be enough to meet the purpose of the absence. It would not be appropriate, for example, having accepted that circumstances are exceptional, to authorise 2 days leave of absence for a wedding in New Zealand.

'Exceptional' is not clarified by the DfE but is contained in legislation. We would suggest that exceptional circumstances are those that only occur once and cannot be met at any other time.

These cases are always difficult however and must be dealt with on a case by case basis but a rigorous initial process, where circumstances permit, will always put the school in a better position should the pupil not return as agreed. If we are contacted regarding removal from roll for a pupil who has not returned from leave of absence, we are likely to be asking the following questions:

- Was leave of absence applied for in advance?
- Did the school agree the absence or any part of it?
- Were parents formally advised of the school decision?
- If absence was not agreed were the potential consequences of continuing with the trip explained to the parent?
- Was proof of travel requested?
- Does the pupil have an EHCP?
- Is the pupil subject to CP or CIN planning?
- If provided, did proof of travel indicate that return flights had been booked?
- Do the family own property or have a live tenancy in the city to return to?
- Do parents have employed status jobs to return to i.e. not employment that simply requires them to indicate that they are available for work?
- Is the child enrolled in an overseas school?
- Are there any barriers that might prevent the family from returning to the city?
- Is the child in Year 2 or 6 and therefore will be part of phase transfer?
- Did the school confirm before travel that they had accurate contact details for parents, or a substitute, whilst overseas? Accurate information will assist the school in communicating effectively with the parents, or other contacts, should any issues arise that prevent a prompt return to school.
- Is the pupil prevented from returning by reason of sickness or any unavoidable cause?
- Has the school considered other parental responsibility measures as an alternative to removal from roll?
- Are there siblings at other schools and is the school working collaboratively with these schools and taking a consistent approach?
- Has access to remote education, to minimise the impact on the child, been considered as an alternative to removal from roll? When genuine health issues are preventing a child from returning, schools are advised to offer this.

Where a child is abroad and unable to return, schools should continue to work with parents to understand their circumstances and plans to return, offer support but encourage family to return, if appropriate. If you believe that the absence is not due to an unavoidable cause or parents are not being proactive then you should have a discussion with your Education Welfare Officer in the first instance as soon as possible after the expected date of return and once efforts have been made to contact the family.

Some schools use templates to gather full information prior to travel when they can. Please request copies of the templates from your Education Welfare Officer should you wish to develop versions for your school. It is also important to respond to any request made, in writing, so that the parent is fully

aware of whether the absence will be authorised or not and any consequences should they go ahead with the trip. It is recognised that circumstances may mean the school doesn't always have the opportunity to do this.

When considering removal from roll both the school and LA must satisfy themselves that they have failed to ascertain where the pupil is before taking the decision to remove the pupil from the school roll. It is for this reason that, when consulted, the Senior CME Officer will always focus on the initial discussions that took place and at this stage the pupil must remain on roll.

'Unavoidable cause' is not clarified by the DfE but is contained in legislation. We would generally consider an unavoidable cause to be a situation that could not be predicted and over which parents have no control. The Icelandic ash cloud that prevented aeroplanes from flying would be a good example, as could industrial action in the travel sector.

## **A PUPIL IS UNABLE TO ATTEND AND HAS LONG TERM HEALTH ISSUES**

It is important that schools try to ensure that arrangements are in place to support pupils with medical conditions. In doing so schools should ensure that these pupils can access and enjoy the same opportunities at school as any other pupil

Pupils should be marked as authorised absence using the appropriate codes for illness and medical appointments.

Schools should also be aware of their responsibilities to support pupils with medical conditions. Governing bodies should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. We would anticipate that on the occasions when pupils are unable to attend school, that work is provided to enable them to study, as their condition allows. A link to the December 2015 DfE guidance has been included in [Legislative Context and other Related Documents](#).

Contact details for the Inclusion Officer for Pupils with Medical Needs can be found in [Contacts](#).

## **VULNERABLE PUPILS FLEEING OR BEING REMOVED FROM THE CITY**

Schools have a duty of care towards pupils and are required to do all that is reasonable to protect the health, safety and welfare of pupils and the statutory guidance ***Keeping Children Safe in Education September 2024*** states that governing bodies and proprietors should ensure that:

*Appropriate safeguarding arrangements [are] in place to respond to children who are absent from education, particularly on repeat occasions and/or for prolonged periods.*

Schools should have sign-in arrangements in place to record pupils who arrive at school late, or who need to leave during the school day for legitimate reasons. Security arrangements should also be in place in relation to entrances/exits but there can be weak points on a school site.

It is therefore recommended that:

- The Designated Safeguarding Lead is aware of all police reports (PPNs) so that they are alerted to pupils who regularly go missing from home, outside of school hours, who may be more vulnerable to Child Sexual Exploitation (CSE) and/or Child Criminal Exploitation (CCE).
- Attendance should be monitored throughout the day for known vulnerable pupils and not just at morning and afternoon registration sessions, so that a pupil can be identified as possibly missing in a timely manner.
- Parents should be notified immediately if a child is believed to be missing and, if the pupil is deemed to be at high risk, the Police should be notified. Records of the missing episode should be kept.
- Pupils should not be released from school during the day by way of the signing-out system without verbal permission from parents. Written permission should also be followed up with a phone call to parents, who should be required to collect students for medical appointments etc.
- Parents should be required to collect pupils who are deemed to be too ill during the day to remain in school.
- School attendance policies should reflect the strategies school adopt around this issue.

- If a school has reason to believe that a pupil may be at risk of child sexual exploitation a [CERAF](#) should be completed. See [Pupils at risk of Child Exploitation \(CSE & CCE\)](#) for further information.

## Domestic Abuse

**Regulation under which removal from roll would be lawful:** 9(1)(g) where the pupil 'no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered' could apply, or, 9(1)(a). where the pupil has 'been registered as a pupil at another school.' Further enquiries would be needed to determine which of these grounds should be used.

For the following reasons, in cases where families are fleeing domestic abuse the child **should not be removed from roll** until the Senior CME Officer has been notified and further enquiries carried out:

- We would not want the child to be classed inappropriately as CME.
- We would need to clarify that any move is not temporary.

We would need to explore whether the forwarding destination of the child must remain confidential and therefore agree a transfer of information procedure. In some cases, the LA may act as a conduit for the transfer of electronic and paper records.

Schools should also take care when admitting new pupils to ensure that the information provided on the pupil registration form at time of enrolment mirrors what is in the CTF because this automatically populates management information systems. Steps should be taken to delete any contact information which may no longer be appropriate and could pose a safeguarding risk to the pupil/family if used incorrectly.

## Refuge cases

**Regulation under which removal from roll would be lawful:** 9(1)(g) where the pupil 'no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered' could apply, or, 9(1)(f). where the pupil has 'been registered as a pupil at another school.' Further enquiries would be needed to determine which of these grounds should be used

Not all children who move into a refuge change schools, but the Senior CME Officer can act as a conduit for the transfer of pupil records where families are leaving the city to move into a refuge. Where pupils do leave and move into a refuge, schools may need to consult the Senior CME Officer or Southampton City Council Legal Services, as biological parents are likely to have automatic rights to participate in decisions about their child's education. These situations need to be managed to ensure that information is not shared inappropriately and families placed at risk.

Guidance for Schools on parental responsibility for education, parental conflict situations, data sharing with separated parents and data sharing between schools has been produced.

The local authority can also act as a conduit for information sharing of electronic and paper files in specific cases, where the parent has expressly requested there be no contact with a previous school. It should be noted however that other local authorities do not always support us in these efforts.

## Witness Protection

In some very serious criminal cases where there is a substantial threat to a witness they may need to relocate to another part of the UK with their family and even change their identity for their protection.

There will be an Officer in Charge who should liaise with you whether a pupil is leaving your school or joining you, but in terms of the CME process and transfer of records please contact the Senior CME Officer who can act as a conduit for the transfer of electronic or paper records and take steps to circumvent the CME process.

## Removal from the UK

**Regulation under which removal from roll would be lawful:** 9(1)(g) states that the pupil 'no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.'

Families taken into custody by UK Visas & Immigration can subsequently be returned to their UK home address so **children should not be removed from roll until confirmation has been provided by UK Visas & Immigration that the family have actually left the country.**

Detention Centres are required to provide educational classes and activities (Detention Centre Rules 2001) so such pupils may be 'B' coded.

The Senior CME Officer can support schools in such cases once initial enquiries have been made.

## Forced Marriage/Honour Based Violence/Female Genital Mutilation

These pupils are not CME and should remain on roll.

If a school has clear concerns about the welfare of a child who may be taken overseas for any of the above reasons, they should immediately contact Children's Resource Service. See [Legislative Context and other Related Documents](#) for links to key safeguarding advice and guidance.

There is a statutory duty placed upon teachers to report FGM concerns.

## Visa Issues

**Regulation under which removal from roll would be lawful:** In this scenario further enquiries are needed before the appropriate regulation could be considered.

Parents are required to return to their home country to renew their visas. We have amended the Pupil Registration Form template to include a question about whether parents or pupils are the subject of a visa to visit the UK.

If parents have come to the UK to study or work, their visa would be granted for a specific amount of time. Schools should also request a copy. This would then enable a prior discussion to take place with parents in relation to any absences for renewal purposes.

Schools are advised to request evidence of engagement with the visa process, including the start date of that engagement and should bear in mind that this could be an absence for an unavoidable cause.

Details of useful government websites to check visa processing times and covering other visa related issues can be found in [National Advice & Guidance](#).

## Custody Battles

**Regulation under which removal from roll would be lawful:** 9(1)(g) where the pupil 'no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered' could apply, or, 9(1)(a). where the pupil has 'been registered as a pupil at another school.' Further enquiries would be needed to determine which of these grounds should be used and if it would be appropriate to do so.

The autumn term is generally the time of year when these issues arise. Parents are separated and the child has spent time over the summer with the parent with whom they do not usually live, who then fail to return the child for the start of term.

We would not remove a child from roll in these circumstances until:

- There had been a dialogue with parents, preferably both and the home address of both parents established.
- Any legal orders in place had been considered.

- PR had been confirmed.
- The permanency of the situation had been explored.
- We had established whether the parent with whom the child normally resided was seeking legal advice.
- Contact had been made with any known case holders.
- We had explored whether a temporary dual registration arrangement was appropriate.

If the child remains absent after the above steps have been considered or followed, please discuss the way forward with the Senior CME Officer.

Guidance for Schools on parental responsibility for education, parental conflict situations, data sharing with separated parents and data sharing between schools has been produced and is available on the SCC website.

## Gypsy, Roma, Traveller (GRT) pupils

**Regulation under which removal from roll would be lawful:** All of the regulations contained in [Appendix 3](#) apply to GRT pupils if they are not travelling for trade or business reasons. Further enquiries would therefore be needed to determine if removal from roll was appropriate and under what grounds.

GRT children over six years old are required to attend at least 200 sessions in each rolling 12-month period. They are expected to attend every day (if they are not travelling) the same as all other pupils. Any absences should be coded in the same way as all other pupils unless they are 'travelling' and the school has granted leave of absence following a request from parent, when the 'T' code should be used.

'Traveller' absences **must be for trade or business reasons**.

If you are the school that the pupil most recently attended during the preceding 18 months, you are the 'base' school (school of ordinary attendance) and if the pupil is 'travelling' they must be T coded and remain on roll.

We would recommend schools are proactive in discussing potential absences with parents before they happen where a pattern exists.

## Pupils with an EHCP

**Regulation under which removal from roll would be lawful:** 9(2) states that 'the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.'

In practice, schools should always contact the SEND Team immediately if removal from roll of a pupil with an EHCP is being considered or requested and follow the usual tracking procedures.

Children who have an EHCP are governed by the same removal from roll regulations as other children. Therefore, unless the EHCP has been amended to name a new provision that the child must attend, one of the criteria contained in [Appendix 3](#) would still have to be met to ensure any removal from roll was lawful.

## Pupils at risk of Child Exploitation (CSE and CCE)

These pupils are not CME and should remain on roll.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are forms of child sexual abuse.

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- (a) In exchange for something the victim needs or wants (e.g. a place to stay; drugs, alcohol, cigarettes, perceived love/affection; money; to prevent something negative happening) and/or
- (b) For the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology and may occur without the child or young person's immediate knowledge.

CCE occurs where children and young people are manipulated and coerced into committing crimes.

CSE and CCE is never the victim's fault, even if there is some form of exchange. All children and young people under the age of 18 have a right to be safe and should be protected from harm. Often the victim of who has been exploited is not aware that they are being exploited and do not see themselves as a victim.

Further information on indicators that a child may be at risk of CSE, CCE, on children who may have been trafficked into the UK or those children or young people may be trafficked within the UK, having been groomed and coerced into sexual or criminal exploitation can be found in school safeguarding policies, on the Southampton Safeguarding Partnership, formerly LSCB, website and in the DfE Child sexual exploitation: definition and guide for practitioners guidance document (see [Legislative Context and other Related Documents](#)).

Where there are reasonable grounds to suspect a child to be the victim of CSE, CCE or trafficking, child protection procedures must be initiated.

The Child Exploitation Risk Assessment Framework ([CERAF](#)) is a child sexual exploitation risk assessment tool which should be completed as soon as concerns regarding CE (on any level) are identified. This may follow a missing episode, or increasing occasions of a child truanting from school, staying out late, associating with new peers/associates where there may be some concerns etc. It will guide you as to the level of CE Risk, and the level and type of intervention which should follow.

[Child Exploitation – Southampton Safeguarding Children Partnership \(southamptonscp.org.uk\)](#)

If you wish to discuss cases where you think there may be child exploitation concerns and want advice regarding this you can contact a member of the Missing, Exploited, Trafficked (MET) Hub on: 023 8083 3336 or email [METhub@southampton.gov.uk](mailto:METhub@southampton.gov.uk).

The Southampton Safeguarding Partnership will ensure through its Missing, Exploited and Trafficked (MET) group that work to combat CSE, alongside issues of missing and trafficking, is coordinated and effective.

In cases where a pupil is known to be a victim of CSE or CCE, the overriding concern should be safety of the child rather than their enrolment in school. Therefore, we always recommend close collaboration with the MET team and school EWO.

## **ENROLMENT OF LOOKED AFTER CHILDREN AND CHILDREN WITH AN EHCP**

Schools should enrol a Looked After Child, or a child with an EHCP with effect from the date they are expected to join the school.

Should the child not attend as expected, contact should immediately be made with the Southampton City Council Virtual School or the SEND Team, as appropriate, see [Contacts](#).

Once enrolled, established first day absence procedures should be followed.

## **REMOVAL FROM ROLL**

Legislation requires schools to notify the LA of all pupils who are to be removed from roll no later than deleting the pupil's name from the admission register.



As a rule, schools can only lawfully remove a pupil from roll without the prior intervention of the LA when the pupil is to be home educated and an appropriate parental deregistration letter has been received, or, when it has been confirmed that the pupil has joined a new school or is known to a new LA.

For SIMS schools we are provided with sufficient information via B2B to deliver the CME duty, however, Bromcom and Arbor schools must provide us with a Leavers Form for each leaver.

The Senior CME Officer gatekeeps removal from roll to ensure that schools remain within the law and no child is removed from roll unlawfully. We would, therefore, urge schools to seek assistance from the Senior CME Officer if there is **any doubt over whether removal from roll meets any of the criteria in the legislation.**

Please be reminded that:

- Pupils whose absence has been authorised cannot be removed from roll for reasons of non-attendance.
- Pupils who are dual registered and cease to attend cannot be removed from roll without the consent of the other education provider.
- Removal from roll may not be lawful for pupils who are the subject of an Education Supervision Order or a School Attendance Order.

We would also strongly advise schools to keep a written record of all investigative steps taken and decisions made leading up to removal from roll.

## **IN-YEAR ADMISSIONS**

Details of pupils offered places offered by School Admissions are sent electronically to schools, however, we are aware that sometimes these places are not subsequently taken up.

Schools should contact School Admissions immediately if:

- After contacting parents the place is refused.
- Schools are unable to reach parents after several attempts.
- Parents advise that they cannot take up the place within 10 school days of the expected on roll date (as advised by Admissions).
- Contact is made with parents, but the child does not turn up on their expected start date and the school is unable to reach parents.

Please reinforce to parents that the local authority has made the best offer that it can and considered parental preference but if their preferred schools are full the closest school with a place available has been allocated.

In the first instance, the School Admissions Team will use the information that they hold (contact telephone numbers, e-mail address, details of previous school, details of siblings) to take further action or refer to the Senior CME Officer as necessary.

The Senior CME Officer will run regular reports to try and identify cases where places have not been taken up, but this does not replace the above steps which schools should take.

## **START OF YEAR PROCEDURES**

### **No Shows (Phase Transfer)**

Each September all schools will have a new intake either into Year R, Year 3 or Year 7. If pupils do not attend on the first day of term the following actions should be taken:

- Check your most recent Receiver List from School Admissions to ensure that the pupil was still expected to join your school, in case the situation has recently changed.
- Check whether the parent engaged with any school open days, mailshots, requests for information etc prior to joining you and whether there is further information available as a result of these engagements.
- Try to contact parents using any telephone numbers and e-mail addresses available to you.
- Where applicable, contact the previous school or early years' provider.
- Contact any known case workers for the family.
- Contact the School Admissions Team to see if they have any further information available.
- Send a letter to the home address asking parents to contact the school. A suggested template is included as [Appendix 2](#).
- If reasons are provided as to why the pupil cannot attend on the first day of term but intends to join the school within 10 school days, the child should be enrolled with a start date of their first day of attendance.
- If enrolment will be delayed further or cannot be confirmed, the situation should be discussed with your Education Welfare Officer, Senior CME Officer or the School Admissions Team.

If parents are resistant to their child joining your school because you were not their highest preference, or your school was an alternative offer because we could not meet any parental preferences, please ensure that:

- The parent understands that they have received the best offer that we can currently make.
- Where we have made an alternative offer this will be the closest school to their home address with a place available.
- Children of compulsory school age cannot remain at home without suitable, full-time education provision in place, whilst waiting for a preferred school.

If reasons are provided as to why the pupil cannot attend on the first day of term but intends to join the school within 10 school days, the child should be enrolled with a start date of their first day of attendance.

If enrolment will be delayed further or cannot be confirmed, the situation should be discussed with your Education Welfare Officer, Senior CME Officer or School Admissions Team.

If the above actions fail to secure an explanation for the absence the child should be referred to the Senior CME Officer immediately.

## Existing pupils who do not return

When children who are already enrolled fail to return to school at the start of term, schools are required to follow their established first day absence procedures which, on a case-by-case basis, are suggested below.

- Attempt to contact parents by telephone or e-mail.
- Utilise all other emergency contact numbers.
- Follow any specific arrangements made for at risk parents.
- Enquire of school staff or other pupils/parents.
- Contact schools known to have siblings on roll. Schools should have sibling information held on their pupil registration forms, but we can help you to identify other appropriate schools if you are unclear.
- Enquire of any professionals working with the family.
- Use the school management information system to identify other pupils who may be neighbours
- Utilise Truancy Call (or other similar automated service) if this system is available.
- Attempt to contact any other person with parental responsibility by telephone, ensuring that contact with a non-resident parent is appropriate. **Refer to pupil's registration form.**
- Home visit to be carried out by school, including enquiries of neighbours. If there is no response at the home address. It should be established which of the following outcomes is relevant and this should be recorded on the [CME referral form](#):
  - Property is empty
  - Current residents do not know the family
  - Current residents confirm the family have left
  - Neighbour confirms the family have left
  - No response to the door, note left and no response to this note (confirm visit date)

- Letter to be sent to the home address.

## Pupils with an EHCP

Where pupils have an EHCP, as well as liaising with your EWO please alert your SEN Case Officer.

## Pre-Admission

Prior to the start of the academic year in September pupils should be entered into the pre-admissions area and only admitted when they actually turn up.

This is important because pupils admitted before this time, who do not subsequently turn up, will continue to show on the LA database as being on roll at your school.

## OWN ADMISSION AUTHORITY (OAA) SCHOOLS

OAA schools who take responsibility for their own admissions have a crucial role to play in CME as they may have the only contact with a family.

The Children Missing Education Statutory Guidance for Local Authorities (September 2016) acknowledges that new CME pupils residing in the city may come to the attention of other partners and agencies before the local authority. It is therefore vital that information is shared appropriately.

Working Together to Safeguard Children (July 2018) also emphasises the necessity for joint working:

*No single practitioner can have a full picture of a child's needs and circumstances so effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe.*

*Information sharing is also essential for the identification of patterns of behaviour when a child is at risk of going missing or has gone missing, including being missing from education.*

The School Admissions Code states that own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

The School Admissions Team should therefore be provided with the following information for any child who has applied for a school place which cannot be offered:

- Name
- DOB
- Home address (and telephone number if available)

This duty may be delivered by passing a copy of the refusal letter to the School Admissions Team or by direct contact.

Once the LA is in receipt of this information it will:

- Check whether the pupil is still accessing their current education provision.
- Send an in-year application form to the parents if the child has no current education provision.

## GROUNDINGS FOR REMOVAL FROM ROLL

An audit of leavers from the last academic year has highlighted that we do not have a 'ground for removal' recorded in the education database for a significant number of leavers, but it is a legal requirement that schools provide us with this information.

[Appendix 3](#) provides more detailed guidance and we recommend that it is printed out and kept as a handy reference document for SIMS/Attendance Officers, but there are two particular grounds we can see are causing confusion so would like to provide clarity:

**Left School** This ground only applies to independent schools but it is regularly being used for pupils who have left the country. 'Distance' is the correct ground in such cases.

It is also used where pupils have re-enrolled in other schools within and outside of the city. In these cases the correct ground would be 'Registered at another school'.

**Registered at another school** This ground is regularly being used for pupils who have left the country. 'Distance' is the correct ground in such cases.

It's also worth noting that 'registered at another school' should only be used when you have confirmed re-enrolment.

## ENTRIES FOR LEAVERS IN MANAGEMENT INFORMATION SYSTEM

Due to ongoing issues in obtaining leavers details from school management information systems, we are unable to provide prescriptive information and therefore separate guidance will be shared with schools.

### SIMS

Information entered into the 'Destination after leaving' field in SIMS filters through to the LA database and **this is how schools deliver their CME duty**. It avoids a lot of unnecessary enquiries being directed towards schools and provides an audit trail in relation to the whereabouts of a child.

Although the 'Destination after leaving' field is a free text field, as it has a limited number of characters, our procedure has therefore been designed to capture as much information as possible in a field that imports to the local authority:

- Forwarding address information should be entered in the format detailed in the screenshots in [Appendix 4: Recording the destination of school leavers in SIMS](#). Some schools opt to record the forwarding school in the 'Destination institution', however, this field is not supported by our education database **so it must be recorded in the 'Destination after leaving' field as well**.
- When a receiving school and address is named in the 'Destination after leaving' field the Senior CME Officer will take no action, assuming that contact has been made with the new school to confirm enrolment and that this information is accurate.
- A forwarding school should be entered for ALL leavers, including those in phase transfer.
- If a school is not named, but it has been confirmed that the pupil is known to the new local authority, it should be indicated in the 'Destination after leaving' field (see [Appendix 4](#) for examples).

It is recommended that schools also add the forwarding address as a new entry in SIMS, to ensure it is part of the child's CTF.

### Arbor and Bromcom

With the introduction of Wonde software, these systems now have the capability to deliver the statutory CME duty placed on schools in line with our local process. Following the same principles as in the section above, forwarding information should be recorded in the Destination field.

## Leavers Form

There may be some instances where we may need to revert to using a Leavers Form. This is now online and available here: [Children missing education \(CME\) \(southampton.gov.uk\)](https://www.southampton.gov.uk/children-missing-education-cme)

We are not currently requesting starters forms, however, should notifications of new admissions start to fall outside of the five day duty, this may be something that is implemented in the future.

## CHANGES OF ADDRESS

Schools are required to record the address where a pupil resides in their Admission Register. When addresses are amended in management information systems, they transfer to the LA via B2B (the business to business process) and update the LA database. This is particularly important information for case holders.

An arrangement has been in place for some years now whereby housing colleagues will notify the Senior CME Officer when families with children move into the city, or between properties in the city. If the LA database indicates that the pupil is recorded at the new address no action is taken.

If we have the previous address the referral form from housing colleagues will be uploaded to the school via AnyComms. Schools should then contact the parents to clarify who the child is now living with and the effective date of the house move. This information should then be recorded in management information systems.

## THE UK EDUCATION SYSTEM

The local authority has produced a document explaining the education system to parents new to the country. The document covers early education, compulsory school age, the UK education system, applications for school places, attendance at school, SEND, information parents must provide to schools, child employment and performance and free school meals.

Translations are available in Polish, Russian, Arabic, Romanian and Punjabi, they can be on the SCC website. These documents may be helpful to you in explaining to parents some of the issues covered in this document.

## OFF-ROLLING

Ofsted defines off rolling as:

*The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.*

Off-rolling can happen when a parent feels under pressure from a school and as though they have no other option than to withdraw their child to home educate, or seek a place at another school. It is often because a worst-case scenario has been painted for their child if they remained on roll.

In September 2021, new Ofsted National Education Director Chris Russell said standard wording would now be used for any inspection that finds off-rolling. The new guidance now says when off-rolling is identified as part of the reason for a school earning a requires improvement or inadequate judgment, reports will include the phrase: '*This practise constitutes off-rolling according to Ofsted's definition.*'

Off-rolling allegations made to the local authority will be recorded and reported to Headteachers who will be given a right of reply. Evidence will be requested so that the local authority can investigate the allegation. Evidence could include records of meetings, CPOMS logs, details of SEN support, IEPs, behaviour support plans etc.

## CONTACT PLANS FOR PARENTS AT RISK

Schools support families through many challenges, e.g. medical issues, domestic abuse, mental health, loss and separation. In cases where schools are aware of circumstances whereby a parent could be deemed to be at high risk, even for a limited period, we would recommend that the DSL agrees a Contact Plan with the parent. The plan would be followed on occasions when the pupil does not attend school as expected and contact cannot be made with the parent. A plan could be initiated because of concerns reported by the parents themselves, or, after a triangulation of information from a variety of sources.

The Contact Plan should be followed if their child fails to arrive at school or if an emergency situation arises. Depending upon the age and understanding of the child, they may be part of the plan. Examples of additional contact measures may be:

- Home visits are prioritised.
- Ensuring that you have several emergency contact numbers in a child's record for other adults.
- That when repeated phone calls are unsuccessful a home visit is prioritised.
- That enquiries are made of neighbours.
- That contact details are held for a landlord or management agency, if appropriate.
- That contact details are held for professionals working with the parent.
- Recording a method(s) of contacting the child, depending upon their age and understanding.
- If the above measures, along with any others deemed appropriate to the individual circumstances of a family, fail to result in contact with a parent then schools should, without delay:
  - Consult Children's Resource Service for further advice.
  - Consider filing a 'missing' referral to the Police who could carry out a welfare check.

## PRIVATE FOSTERING

Schools should be aware of the definition of private fostering, in relation to both pupils on roll but also when children are leaving to live with someone other than their parents:

*You are a private foster carer if you look after someone else's child or teenager on a full-time basis for more than 28 days and you are not a close relative. Step-parents, grandparents, brothers, sisters, uncles and aunts are all classed as close relatives. The child should be under the age of 16 (18 if they have a disability).*

See also: [Information for private foster carers \(southampton.gov.uk\)](http://southampton.gov.uk)

The law requires you to tell your local council about any private fostering arrangements:

- At least six weeks before the arrangement starts
- Within 48 hours of the start of an emergency arrangement

Schools should therefore consider whether a private fostering referral needs to be made to SCC or a forwarding local authority when a pupil goes to live in a private fostering arrangement.

## COMMON TRANSFER FILES (CTFS)

A common transfer file should be created for every pupil who leaves a school as follows:

Circumstances	CTF sent to
Receiving school is confirmed	Forwarding school
Pupil is deemed to be missing i.e. destination unknown	XXX XXXX
Pupil leaves to be electively home educated	MMM MMMM
Pupil emigrates or moves outside of England	MMM MMMM
Pupils joins an independent school	MMM MMMM
Pupil is permanently excluded	852 1100
New LA is confirmed but no school has been identified.	XXX XXXX

Common transfer files **should not** be uploaded directly to new local authorities using LLLL because:

- They often remain uncollected.
- It is a contradiction of the purpose of the Lost Pupil Database.
- If a new school is not known, but a new LA is, then the CTF should be sent to XXX XXXX. The forwarding LA should then download it when they have identified a new school.

Sending CTFs to 4 Ls means they do not appear on the CME report run from the S2S site.

### CML files for leavers

We do not use CML files for leavers because they cannot capture all the information we need to decide whether CME intervention is needed. Use of these files would require us to operate more than one process.

## CLOSING CME CASES

CME cases may remain open for several years so if schools receive information about a child after they have been removed from roll, please notify the Senior CME Officer.

## COVID-19

School attendance became mandatory again for all pupils from the Autumn term 2020. In the future should we experience a further national lockdown, or a local lockdown, the government advice in place at the time will be followed. Schools should therefore continue to reassure parents and provide appropriate support to re-engage children and young people with their education.

## CONTACTS (AS AT SEPTEMBER 2024)

Kelly Ward - Senior CME Officer	023 8083 3666
Eliza Johnson - Children Not In School Manager	023 8083 3098
Elliot Nolan - Inclusion Officer for Pupils with Medical Needs	023 8083 3098
Emma Jones - Young Carers Lead Practitioner	023 8083 2098
Sara Smith - Exclusions & Reintegration Officer	023 8091 5810
Sarah Weaver - SCC Virtual School	023 8083 3091
Children's Resource Service (Professionals number)	023 8083 2300
School Admissions	023 8083 3004
SEND	023 8083 3004
Hampshire Police	101
School Attendance and Support Service:	
<ul style="list-style-type: none"> <li>• Kerica Hunt (Service Manager)</li> </ul>	023 8083 4229
Child Employment and Performance Officer and Designated Safeguarding Lead Trainers:	
<ul style="list-style-type: none"> <li>• Grace Morris</li> </ul>	023 8083 3395
<ul style="list-style-type: none"> <li>• Julie Stubbington (Acting Senior EWO)</li> </ul>	023 80 83 4048

## Education Welfare Officers:

• Andrea Balcombe	023 8083 3277
• Steph Brazier (Acting Senior EWO)	023 8083 3273
• Jo Cartwright	023 8083 3102
• Dionne Reeve	023 8083 3591
• Vicki Dane	023 8083 3000
• Samantha Dabreo	023 8254 5866
• Laura Brown	023 8083 2483
• Danielle McCombie	023 8083 3217
• April Webb	023 8083 2499
• Sarah Boyd Wallis (Legal Co-ordinator)	023 8083 3462

## LEGISLATIVE CONTEXT AND OTHER RELATED DOCUMENTS

### Attendance legislation

- Education Act 1996 (ss7, 8, 14 & 19)
- Education Act 2002 (s21)
- Education and Inspections Act 2006 (ss 4 & 38)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- [Working Together to Improve School Attendance 2024](#)

### Child protection legislation

- Children Act 1989 (ss 17 & 47)
- Children Act 2004 (ss 10,11, 12 & 17)
- Education Act 2002 (s175)

### National advice & Guidance

- [Child sexual exploitation](#) (2017)
- [Child trafficking](#), practice guidance (2011)
- [School Admissions Code](#) (2021)
- [Statutory guidance](#) on children who run away or go missing from home or care (January 2014)
- Ofsted '[Missing Children](#)'. (February 2013)
- [Elective Home Education Guidance](#) (April 2019)
- [Keeping children safe in education](#). Statutory guidance for schools and colleges (September 2023).
- [Working Together to Safeguard Children 2023](#)
- The [Prevent duty](#). DfE advice for schools and childcare providers (June 2015)
- Children missing education. DfE [statutory guidance](#) for local authorities (September 2016)
- [Supporting pupils at school with medical conditions](#). Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (December 2015)
- [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#) (September 2024)
- Information on the [processing times of visa applications](#) in different parts of the world.
- UKCISA (The [UK Council for International Student Affairs](#)) for student visa information.



## Local Guidance

- Southampton practitioner guidance – [educational neglect](#)
- Southampton Safeguarding Children Partnership [CERAF](#) Risk Assessment Framework.
- [PIPPA](#). A group of services in Southampton working to end domestic and sexual violence and abuse. You'll find information on this website about us, our services and projects as well as details of where get help if you are experiencing abuse.
- A list of [Southampton Safeguarding Children Partnership procedures](#).
- Prevent e-learning:  
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>  
<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>
- Guidance for schools on [parental responsibility](#) for education, parental conflict situations, data sharing with separated parents, data sharing between schools (available on SCC website).
- [Pupil Registration Form](#) template.
- Elective Home Education [Policy and Guidance](#) for Schools
- [Children Missing Education policy](#).
- Guidance on the retention and transfer of child protection records for education.
- [Private fostering](#)

## GOVERNANCE

This guidance will be monitored and reviewed by the Southampton City Council Inclusion Services Team on an annual basis, at the end of the summer term. The updated and ratified new version will then be distributed to schools for their use from the start of the autumn term.

## SUBSTANTIVE CHANGES 2024

The document has been transferred onto the new corporate template so looks very different and sections may be in a different order, but changes you should be aware of are listed below:

- Updated information relating to Management Information Systems and forwarding destination details.
- Removed a copy of the Notification of Child Missing Education referral form and Bromcom/Arbor Leavers form as they have now moved online and is available here: [Children missing education \(CME\) \(southampton.gov.uk\)](#)
- Amended the Grounds for Removal Checklist to reflect The School Attendance (Pupil Registration) (England) Regulations 2024, formerly The Education (Pupil Registration) (England) Regulations 2006.

## Appendix 1: No Show Letter

**EDUCATION AND LEARNING**  
Southampton City Council  
Civic Centre  
Southampton  
SO14 7LY



Please ask for:  
Direct dial:  
Email:  
Our ref:  
Date:

Dear Parent/Guardian

**Pupil Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**School:** \_\_\_\_\_

**School tel. no.** \_\_\_\_\_

This letter is being sent to you because your child was expected to join the above named school at the start of term but has failed to do so.

The law requires the local authority to be aware of the education provision of children living within its boundary. I would, therefore, ask you to contact the school as soon as possible to advise them why your child has not attended.

The school telephone number is included above for your convenience and I would like to thank you for your assistance in this matter.

Yours faithfully

**Senior Children Missing Education Officer**

## Appendix 2: Leavers Form – To Be Completed by Parent

*Use school letterhead*

**There is a statutory duty placed upon schools to provide the Southampton City Council with information for every child who leaves the school. This form is an important part of this process so please provide as much information as possible. Thank you.**

Name of child	DOB	Home address

I confirm that my above named child/ren will be leaving the school and the last day of attendance will be \_\_\_\_\_

The reason for this is: \_\_\_\_\_

Our new address will be: \_\_\_\_\_

With effect from: \_\_\_\_\_

Is this move permanent? YES/NO *Please delete as appropriate*

A school place has been secured at: \_\_\_\_\_

My child will be living with: \_\_\_\_\_

If you are leaving the UK please provide the date this will happen \_\_\_\_\_

<b>Signed</b>		<b>Date</b>	
<b>Print Name</b>			
<b>Relationship to child</b>			
<b>Contact mobile number</b>			

*By signing this form you understand that the school will discuss your child with a new, or prospective, school to support their integration planning.*

*Information about the Council's handling of personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request*

## Appendix 3: Grounds for removal from roll and checklist

### Operational guidance for schools Grounds for removal from roll and checklist

- Schools should follow the advice in the CME Guidance for Schools.
- We would not expect the fully shaded regulations to be used without local authority advice, intervention or permission. The SEND Team should be contacted in all cases when a pupil has an EHCP because:
  - They may need to update the EHCP.
  - They may need to transfer the EHCP responsibility to a new local authority.
  - They are required to give consent for a pupil enrolled in a special school under arrangements made by the LA to be removed from roll.
  - If the plan is that a pupil with an EHCP is to be removed for EOTAS funded by the LA, removal should not take place until the amended plan has been agreed and EOTAS is actually in place.
- Where a pupil is **registered at a special school** under arrangements made by the local authority, the pupil's name **cannot be deleted without the consent of the local authority**. See Regulation 9(2) for more information.
- Schools should always liaise with the Southampton Virtual School for Looked After Children.
- Schools should always forward CP files to a new school following the SCC guidance document listed under Local Guidance.

Ground for removal	PUPIL HAS BEEN REGISTERED AT ANOTHER SCHOOL
<b>Full regulation</b>	<p><b>9(1)(a)</b> – the pupil has been registered at another school, unless—</p> <ul style="list-style-type: none"> <li>(i) a school attendance order naming the school is in force in relation to the pupil;</li> <li>(ii) the pupil is a mobile child and the school is their main school; or</li> <li>(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;</li> </ul>
<b>Additional clarification</b>	<ul style="list-style-type: none"> <li>• Only to be used where school has confirmed re-enrolment i.e. the child has actually walked through the door of their new school.</li> </ul>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• The regulation has been met and the child has been entered on the admission register of their new school.</li> </ul> <p>If pupil has moved house, is in the Admissions process, but has not joined a new city school, the case should be discussed with School Admissions and <b>the pupil should remain on roll</b>. Admissions may subsequently refer as CME, where appropriate.</p> <p><b>Mobile Child</b></p> <p>Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.</p>

## School checklist

### **New school is in Southampton**

- School has a signed *leavers letter* from parent and a new address which, if appropriate, has been updated in the school MIS.
- School have confirmed re-enrolment and recorded the school name and start date in the school MIS.
- CTF sent to new school.
- School has complied with the *SCC Guidance on the Retention and Transfer of Child Protection Records for Education*.
- Parent advised to contact admissions if pupil is in a phase transfer group.
- School have notified known case holders, **immediately if subject to CP Planning or there are any Court orders in relation to the child.**
- School has contacted the Virtual School if the pupil is CLA and they have not already advised you about a placement move.

### **New school is outside of the city/county**

- School has a signed *leavers letter* from parent and a new address which, if appropriate, has been updated in the school MIS.
- School have confirmation that the move is permanent.
- School have confirmed re-enrolment and recorded the school name and start date in the school MIS.
- CTF sent to new school.
- School has complied with the *SCC Guidance on the Retention and Transfer of Child Protection Records for Education*.
- Parent advised to contact admissions if pupil is in a phase transfer group.
- School have notified known case holders, **immediately if subject to CP Planning or there are any Court orders in relation to the child.**
- School has contacted the Virtual School if the pupil is CLA and they have not already advised you about a placement move.
- Contacted the SEN Case Officer School if the pupil has an EHCP or is in the EHC Needs Assessment process and the Case Officer has not already advised the school about the move.

### **Pupil has not joined new school but is known to new LA**

Follow guidance under 'Distance.'

### **New school is an independent school**

- School has a signed *leavers letter* from parent and a new address which, if appropriate, has been updated in the school MIS.
- School have confirmed re-enrolment and recorded the school's name and start date in the school MIS.
- CTF sent to new school - check whether the school can accept a CTF – if they cannot send to 7 m's.
- School has complied with the *SCC Guidance on the Retention and Transfer of Child Protection Records for Education*.
- Parent advised to contact admissions if pupil is in a phase transfer group.
- School have notified known case holders, **immediately if subject to CP Planning or there are any Court orders in relation to the child.**

	<ul style="list-style-type: none"> <li>• Contacted the SEN Case Officer School if the pupil has an EHCP or is in the EHC Needs Assessment process and the Case Officer has not already advised the school about the move.</li> </ul>
<b>Ground for removal</b>	<b>PUPIL REGISTERED AT ONE OR MORE OTHER SCHOOLS AND OTHER SCHOOLS AGREED DELETION</b>
<b>Full regulation</b>	<p><b>9(1)(c)</b> – the pupil is also registered as a pupil at one or more other schools and—</p> <ul style="list-style-type: none"> <li>(i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;</li> <li>(ii) the proprietor of each other school where the pupil is registered has consented to the deletion;</li> <li>(iii) there is no school attendance order naming the school in force in relation to the pupil; and</li> <li>(iv) the pupil is not a mobile child or, if they are, the school is not their main school;</li> </ul>
<b>Additional clarification</b>	<p><b>Permanent Exclusion</b></p> <p>Pupils in 6 day provision at the Compass School may be removed from roll in the following circumstances, which are in addition to the regulations that apply to all pupils:</p> <ul style="list-style-type: none"> <li>• The head teacher decides to reinstate the pupil and they return to their home school.</li> <li>• The Governors' Board meets and decides not to uphold the head teacher's decision to permanently exclude so the pupil returns to their home school.</li> </ul> <p>The home school should look at the 'permanent exclusion' section of this appendix for removal from roll of pupils in the permanent exclusion process.</p> <p><b>School Attendance Order</b></p> <p>If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground C, even if the other criteria are satisfied.</p> <p><b>Mobile Child</b></p> <p>Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school <b>without the need for their main school to remove their name.</b></p>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• School has written consent from the other school where the pupil is enrolled to de-register.</li> <li>• The remaining school then becomes the main registered base.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>• A leaving date has been agreed by both education providers.</li> <li>• Registration status has been changed in the school MIS of both providers.</li> <li>• If the dual registration was a result of a managed move, there should be an audit trail which reflects the period of the managed move, targets and what constitutes a 'failed' managed move.</li> <li>• School has complied with the SCC <i>Guidance on the Retention and Transfer of Child Protection Records for Education.</i></li> </ul>

<b>Ground for removal</b>	<b>PUPIL HAS A SCHOOL ATTENDANCE ORDER WHICH HAS BEEN CHANGED TO ANOTHER SCHOOL</b>
<b>Full regulation</b>	<b>9(1)(d)</b> – 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;
<b>Additional clarification</b>	<p>The LA is required to notify the school of a pupil enrolled under a School Attendance Order and a copy would be provided. Should any changes subsequently be made the school would be consulted.</p> <p>Where a School Attendance Order is in force, the person on whom the Order is served (parents) may at any time apply to the local authority requesting that it be revoked on the grounds that—</p> <p>(a) arrangements have been made for the child to receive suitable education otherwise than at a school, <b>or</b></p> <p>(b) the person is not a parent of the child.</p>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• School has received an appropriate parental deregistration letter which has been signed by the parent(s).</li> <li>• Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>• Parental deregistration letter must clarify that the parent is taking responsibility for education provision and will be home educating.</li> <li>• School has followed our local process outlined in the SCC EHE Guidance for Schools.</li> <li>• Parental deregistration letter and a fully completed and signed EHE Notification has been sent to the LA via online form on the SCC website.</li> <li>• School have sent written acknowledgment of removal from roll to the parent.</li> <li>• CTF has been uploaded to 7 m's.</li> <li>• School have notified known case holders, <b>immediately if subject to CP Planning or there are any Court orders in relation to the child.</b></li> <li>• School must retain pupil records but has notified SCC Inclusion Services if they hold safeguarding records for the child.</li> <li>• There are no safeguarding concerns which warrant a referral to the Children's Resource service.</li> <li>• School has called an interim Annual Review and liaised with the SEN Case Officer if the pupil has an EHCP.</li> </ul>

<b>Ground for removal</b>	<b>PUPIL HAS A SCHOOL ATTENDANCE ORDER WHICH HAS BEEN REVOKED</b>
<b>Full regulation</b>	<b>9(1)(e)</b> – 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;
<b>Additional clarification</b>	The LA is required to notify the school of a pupil enrolled under a School Attendance Order and a copy would be provided. Should any changes subsequently be made the school would be consulted.

<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• The child has ceased attending,</li> <li>• The School Attendance Order has been revoked <b>and</b></li> <li>• School has received an appropriate parental deregistration letter which has been signed by the parent(s).</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>• Consultation has taken place with the local authority.</li> <li>• The school has received written confirmation that: <ul style="list-style-type: none"> <li>➢ The pupil is to be enrolled at another school so the Order has been revoked.</li> <li>➢ The parent wishes to electively home educate and this has been agreed by the local authority so the Order has been revoked.</li> </ul> </li> <li>• A removal from roll date has been agreed with the local authority where the pupil will be electively home educated.</li> </ul>

<b>Ground for removal</b>	<b>EDUCATION OTHER THAN AT SCHOOL</b>
<b>Full regulation</b>	<p><b>9(1)(f)</b> – 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—</p> <p>(i) that day has passed; and</p> <p>(ii) there is no school attendance order naming the school in force in relation to the pupil;</p>
<b>Additional clarification</b>	<p>Refers to elective home education, hence the requirements for a parental letter.</p> <p>We will use this regulation as needed in the exceptional case where a pupil with an EHCP may be removed from roll because LA funded Education Otherwise than at School (EOTAS) has been put in place.</p>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• School has received an appropriate parental deregistration letter which has been signed by the parent(s).</li> <li>• Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>• Parental deregistration letter must clarify that the parent is taking responsibility for education provision and will be home educating.</li> <li>• School has followed our local process outlined in the SCC EHE Guidance for Schools.</li> <li>• Parental deregistration letter and a fully completed and signed EHE Notification has been sent to the LA via the online form on the SCC website.</li> <li>• School have sent written acknowledgment of removal from roll to the parent.</li> <li>• CTF has been uploaded to 7 m's.</li> <li>• School have notified known case holders, <b>immediately if subject to CP Planning or there are any Court orders in relation to the child.</b></li> <li>• School must retain pupil records but has notified SCC Inclusion Services if they hold safeguarding records for the child.</li> <li>• There are no safeguarding concerns which warrant a referral to the Children's Resource service.</li> <li>• School has called an interim Annual Review and liaised with the SEN Case Officer if the pupil has an EHCP.</li> </ul> <p>Child should be removed from roll as at the date specified in the deregistration letter. Be mindful of census dates.</p>



<b>Ground for removal</b>	<b>PUPIL NO LONGER NORMALLY LIVES A REASONABLE DISTANCE FROM SCHOOL</b>
<b>Full regulation</b>	<p><b>9(1)(g)</b> – the pupil no longer normally lives a reasonable distance from the school and—</p> <p>(i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and</p> <p>(ii) the pupil is not a boarder;</p>
<b>Additional clarification</b>	<p>This applies to children who have generally moved outside of the city or country where they have not re-enrolled straight away in a new school.</p> <p>Pupil can generally be removed from roll with effect from last date of attendance once enquiries have been completed. <b>Be mindful of this approach over census dates.</b></p>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• The school has contacted the forwarding LA and confirmed that they have received an application from a non-Southampton home address so are aware of the child, <b>and</b></li> <li>• The new home address is beyond a reasonable travelling distance from the school, <b>or</b></li> <li>• The school has liaised with the Senior CME Officer who has made an onward CME referral to the new LA because they are unaware of the child.</li> <li>• Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<p><b>Move is within UK – known to new LA</b></p> <p>School has:</p> <ul style="list-style-type: none"> <li>• A signed <i>leavers letter</i> from the parent with forwarding address which has been updated in the school MIS.</li> <li>• Confirmed that the move is permanent or has no reason to believe that it is not.</li> <li>• Confirmed with the forwarding LA that they have received an application from a non-Southampton home address so are aware of the child.</li> <li>• Arbor &amp; Bromcom schools: A Leavers Form has been sent to LA via the SCC website.</li> <li>• Considered if there are safeguarding concerns which warrant a referral to the Children’s Resource service.</li> <li>• Parent advised to contact admissions if pupil is in a phase transfer group.</li> <li>• Uploaded a CTF to 7 x’s if the move is within England.</li> <li>• Notified known case holders, <b>immediately if subject to CP Planning or there are any Court orders in relation to the child.</b></li> <li>• Recorded in the ‘Destination’ field in SIMS the new house number and postcode then ‘confirmed with LA’.</li> <li>• Contacted the Virtual School if the pupil is CLA &amp; they have not already advised the school about a placement move.</li> <li>• Contacted the SEN Case Officer School if the pupil has an EHCP or is in the EHC Needs Assessment process and the Case Officer has not already advised the school about the move.</li> </ul> <p><b>Move is within UK – not known to new LA</b></p>

School has:

- A signed *leavers letter* from the parent with forwarding address which has been updated in the school MIS.
- Confirmed that the move is permanent or has no reason to believe that it is not.
- Parent advised to contact admissions if pupil is in a phase transfer group.
- Established that the child is not known to the forwarding LA Admissions Team.
- Contacted the Virtual School if the pupil is CLA.
- Contacted the SEN Case Officer School if the pupil has an EHCP or is in the EHC Needs Assessment process.
- Tried to contact parents for clarification.
- Liaised with schools with siblings, where applicable.
- Visited the last known Southampton home address, making enquiries of neighbours where necessary.
- Liaised with the Senior CME Officer who has made an onward CME referral to the new LA .
- Arbor & Bromcom schools: A Leavers Form has been sent to LA via the SCC website.
- Considered if there are safeguarding concerns which warrant a referral to the Children's Resource service.
- Uploaded a CTF to 7 x's if the move is within England.
- Notified known case holders, **immediately if subject to CP Planning or there are any Court orders in relation to the child.**
- Recorded in the 'Destination' field in SIMS the new house number and postcode then 'CME referral made to (name) LA'.

The pupil may only be removed from roll with effect from a date to be agreed with Senior CME Officer after school and LA intervention.

### **Move is overseas**

School has:

- A signed *leavers letter* from the parent with forwarding address or destination country which has been updated in the school MIS.
- Confirmed that the move is permanent or has no reason to believe that it is not.
- Parent advised to contact admissions if pupil is in a phase transfer group.
- Arbor & Bromcom schools: A Leavers Form has been sent to LA via the SCC website.
- Considered if there are safeguarding concerns which warrant a referral to the Children's Resource service.
- Visited the home where there is reason to believe that the family may not be leaving the city and requested proof of travel from the parent.
- Uploaded a CTF to 7 m's.
- Notified known case holders, **immediately if subject to CP Planning or there are any Court orders in relation to the child.**
- Recorded in the 'Destination' field in SIMS the new address or destination country.
- Contacted the SEN Case Officer School if the pupil has an EHCP or is in the EHC Needs Assessment process and the Case Officer has not already advised the school about the move.

	<p>This procedure does not apply to extended term-time leave of absence or travel overseas for exceptional reasons or sabbaticals.</p> <p><b>Move is within the city</b></p> <p>Parent advised to contact admissions if pupil is in a phase transfer group.</p> <ul style="list-style-type: none"> <li>• If pupil has moved house, is in the Admissions process, but has not joined a new city school, the case should be discussed with School Admissions and <b>the pupil should remain on roll</b>. Admissions may subsequently refer as CME, where appropriate.</li> </ul>
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<b>Ground for removal</b>	<b>PUPIL HAS NOT RETURNED FOLLOWING A LEAVE OF ABSENCE</b>
<b>Full regulation</b>	<p><b>9(1)(h)</b> – the pupil has been given leave of absence and—</p> <p>(i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave;</p> <p>(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</p> <p>(iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but—</p> <p style="padding-left: 40px;">(aa) they have not succeeded; or</p> <p style="padding-left: 40px;">(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;</p>
<b>Additional clarification</b>	<p>Instances of schools granting extended leave of absence are rare but should this happen and the pupil fails to return on the agreed date, all efforts should be made to contact parents. <b>If this fails, the Senior CME Officer must be consulted.</b></p> <p>Both the school and the local authority must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school.</p>
<b>Conditions for removal from roll</b>	Pupil is not enrolled under a School Attendance Order.
<b>School checklist</b>	<ul style="list-style-type: none"> <li>• School have followed all the steps outlined in this guidance document under ‘A pupil fails to return term-time leave of absence’.</li> <li>• Senior CME Officer is involved and agrees with the school that removal from roll would be lawful in the circumstances.</li> </ul>

<b>Ground for removal</b>	<b>PUPIL HAS BEEN CONTINUALLY ABSENT FROM SCHOOL FOR 20 SCHOOL DAYS</b>
<b>Full regulation</b>	<b>9(1)(i)</b> – the pupil has been continuously absent from the school for at least twenty school days and—

	<p>(i) none of the circumstances mentioned in <b>Table 2</b> in <b>regulation 10(3)</b> or in any row of <b>Table 3</b> in <b>regulation 10(4)</b> <u>other than the codes G, N or O apply to the pupil at any point during that period</u> (see table references at the end);</p> <p>(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</p> <p>(iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—</p> <p style="padding-left: 40px;">(aa) they have not succeeded; or</p> <p style="padding-left: 40px;">(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;</p>
<b>Additional Clarification</b>	<p>This ground should not be used:</p> <ul style="list-style-type: none"> <li>• Unless the school has followed the advice contained in this guidance document.</li> <li>• If the child or their parent(s) are unwell or there is an 'unavoidable cause'.</li> <li>• Unless the child is an open CME referral case.</li> <li>• Until removal is agreed as lawful with the Senior CME Officer.</li> </ul>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• All elements of the regulation have been met.</li> <li>• Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<p>School has:</p> <ul style="list-style-type: none"> <li>• Tried to contact parents/guardians by telephone and/or e-mail (copies may be requested).</li> <li>• Tried to contact any other person named on the Pupil Registration Form with parental responsibility.</li> <li>• Tried to reach all other emergency contacts.</li> <li>• Made enquiries made of school staff or other pupils/parents.</li> <li>• Contacted other schools known to have siblings on roll.</li> <li>• Made enquires of any professionals working with the family, <b>immediately if subject to CP Planning or any Court orders in relation to the child</b></li> <li>• Contacted the SEN Case Officer School if the pupil has an EHCP or is in the EHC Needs Assessment process and the Case Officer has not already advised the school about a move.</li> <li>• Visited the home address and failed to locate the pupil.</li> <li>• Sent a letter to the home address (copy may be requested).</li> <li>• Submitted a CME referral.</li> <li>• Uploaded the CTF to 7 x's.</li> </ul>

**Table 2**

<b>Attendance</b>	<b>Code</b>
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.	K
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	V
The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.	P
The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	W

The pupil is attending a place for any other approved educational activity within paragraph (11).	B
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**Table 3**

<b>Attendance</b>	<b>Code</b>
The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	C1
The pupil is absent with leave for the purpose of attending a medical or dental appointment.	M
The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	J1
The pupil is absent with leave for the purpose of studying for a public examination.	S
The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.	X
The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	C2
The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.	D
The pupil is absent with leave for any other purpose.	C
The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent	T
The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	R
The pupil is unable to attend because of sickness.	I
The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).	Q
The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Y1
The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Y2
Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Y3
The pupil is unable to attend because they are in criminal justice detention within paragraph (14).	Y5
The pupil's travel to or attendance at the school would be— (a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.	Y6
The pupil is excluded from the school for any other reason.	E
The pupil is unable to attend because of any other unavoidable cause.	Y7
The pupil is absent without leave for the purpose of a holiday.	G

The circumstances of the pupil's absence have not yet been established.	N	
None of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b)	O	

Ground for removal	PUPIL IS DETAINEED UNFER A SENTENCE OF DETENTION
<b>Full regulation</b>	<b>9(1)(j)</b> – 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.
<b>Additional Clarification</b>	This relates to children who have been sentenced and we would not expect this ground to be used without liaison with the Youth Offending Service and all agencies working with the child and a discussion with parents. Removal from roll must be decided on a case by case basis.
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>All elements of the regulation have been met.</li> <li>Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>School have written confirmation from the Youth Offending Service regarding the sentence duration and it is longer than 4 months.</li> <li>Sentence is a result of a Final Order.</li> <li>School are satisfied that they have no role to play in examination planning for Year 11 pupils.</li> <li>School has no reasonable grounds to believe that the pupil will return to the school at the end of the sentence.</li> <li>School have consulted with any known case holders and/or the Virtual School if CLA or SEN if the pupil has an EHCP.</li> <li>Parents are involved in and aware of the decision to remove from roll.</li> <li>The YOS agree to removal from roll.</li> <li>CTF to 7 M's</li> </ul>

Ground for removal	PUPIL HAS DIED
<b>Full regulation</b>	<b>9(1)(k)</b> – the pupil has died.
<b>Additional clarification</b>	
<b>Conditions for removal from roll</b>	Confirmation has been received from an appropriate professional or family member.
<b>School checklist</b>	<ul style="list-style-type: none"> <li>Appropriate fields in the school MIS have been completed and a leaving date input. This will then filter through to the LA education database.</li> <li>If the child is in phase transfer, the LA School Admissions Team have been notified.</li> <li>If the child has an EHCP, the SEN Case Officer has been notified.</li> </ul>

Ground for removal	PUPIL WILL BE OVER COMPULSORY SCHOOL AGE AND WILL NOT CONTINUE INTO THE SIXTH FORM
<b>Full regulation</b>	<b>9(1)(l)</b> – the pupil will be over compulsory school age by the next time the school meets and—

	<p>(i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or</p> <p>(ii) the pupil does not meet the academic entry requirements to be transferred to the school's sixth form;</p>
<b>Additional clarification</b>	This relates to Year 11 leavers. A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
<b>Conditions for removal from roll</b>	Pupil has reached the last Friday in June of Year 11.
<b>School checklist</b>	n/a

<b>Ground for removal</b>	<b>PUPIL IS A BOARDER AT A SCHOOL MAINTAINED BY THE LOCAL AUTHORITY OR ACADEMY AND THEIR BOARDING FEES HAVE NOT BEEN PAID</b>
<b>Full regulation</b>	<p><b>9(1)(m)</b> – the pupil is a boarder at the school and—</p> <p>(i) the school is a school maintained by a local authority or is an Academy;</p> <p>(ii) charges for the pupil's board and lodging are payable by a parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the parent at the end of the school term to which they relate;</p>
<b>Additional clarification</b>	We have no boarding schools in the city so not applicable to us.
<b>Conditions for removal from roll</b>	n/a
<b>School checklist</b>	n/a

<b>Ground for removal</b>	<b>PUPIL HAS CEASED TO BE A PUPIL AT AN INDEPENDENT SCHOOL OR NON-MAINTAINED SPECIAL SCHOOL</b>
<b>Full regulation</b>	<p><b>9(1)(n)</b> – the pupil has ceased to be a pupil at the school and the school is not—</p> <p>(i) a school maintained by a local authority; or</p> <p>(ii) an Academy;</p>
<b>Additional clarification</b>	<u>Applies to independent schools only.</u>
<b>Conditions for removal from roll</b>	n/a
<b>School checklist</b>	n/a

<b>Ground for removal</b>	<b>PERMANENT EXCLUSION</b>
<b>Full regulation</b>	<b>9(1)(o)</b> – the pupil has been permanently excluded from the school.
<b>Additional clarification</b>	<p>This code should not be used for removal from roll at the home school until:</p> <ul style="list-style-type: none"> <li>The Governors' Board meets and decides to uphold the head teacher's decision to suspend the pupil, <b>and</b></li> </ul>

	<ul style="list-style-type: none"> <li>Following this decision 15 school days have elapsed during which a parent can request an Independent Review of the decision but has not done so, or has stated in writing that they will not be applying for an Independent Review, <b>or</b></li> <li>An Independent Review requested by parents has been held and the process has been completed.</li> </ul> <p>If a parent submits a letter to exercise their right to home educate their child AFTER a permanent exclusion letter has been issued to parents, the process should continue as if the pupil were on roll.</p>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>The permanent exclusion has been upheld and the review process completed.</li> <li>Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>School to notify the LA Exclusions &amp; Reintegration Officer and any known case holders, <b>immediately if subject to CP Planning or any Court orders in relation to the child.</b></li> <li>School to notify the Virtual School if CLA or SEN if the pupil has an EHCP.</li> <li>School has complied with the 2022 DfE Suspension and Permanent Exclusion Guidance.</li> <li>The permanent exclusion has been recorded in the school MIS.</li> <li>Leaving date has been recorded in the school MIS.</li> <li>Pupil is on roll at the Compass School.</li> </ul>

<b>Ground for removal</b>	<b>PUPIL OF COMPULSORY SCHOOL AGE LEAVING A SPECIAL SCHOOL</b>
<b>Full regulation</b>	<p><b>9(2)</b> – If a registered pupil at a special school is of compulsory school age and became a registered pupil at that school under arrangements made by a local authority, the proprietor of that school must ensure that the pupil’s name is not deleted from the school’s admission register unless—</p> <p>(a) paragraph (1)(d), (e), (k) or (o) applies;</p> <p>(b) the local authority who made those arrangements have given their consent to the deletion; or</p> <p>(c) the local authority who made those arrangements have refused their consent but the Secretary of State has directed that the pupil’s name be deleted</p>
<b>Additional clarification</b>	
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>The local authority has consented to removal from roll; or</li> <li>The Secretary of State has directed removal from roll.</li> <li>Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>Review the specific guidance around removal from roll, dependent on the individual circumstance.</li> <li>School have received formal consent, in writing, from the local authority.</li> </ul>

<b>Ground for removal</b>	<b>CHILD IS MOVING TO RESIDE WITH SOMEONE OTHER THAN THEIR CURRENT RESIDENT PARENT</b>
<b>Full regulation</b>	Not in the regulations.



<b>Additional clarification</b>	This has been added to support schools following cases that have previously arisen.
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• One of the regulations listed, applicable to all pupils, has been met.</li> <li>• Pupil is not enrolled under a School Attendance Order.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>• School has a signed <i>leavers letter</i> from the resident parent/guardian with forwarding address <b>and contact information for person(s) who will have the care of the child.</b></li> <li>• School have confirmation from the current resident parent and new parent/guardian that the move is permanent.</li> <li>• School have notified known case holders, <b>immediately if subject to CP Planning or there are any Court orders in relation to the child.</b></li> <li>• Person with whom the child is going to live is listed as a contact on the Pupil Registration Form? If not, discuss further with the resident parent/guardian.</li> <li>• School has followed reporting procedures if any safeguarding concerns.</li> <li>• School have considered whether a private fostering referral is needed.</li> <li>• School to liaise with any other schools where siblings are enrolled.</li> <li>• School have direct confirmation from the future resident parent/guardian that they will be caring for the child.</li> <li>• School have proof of travel, where applicable.</li> <li>• In all cases a CME referral should be sent to the forwarding local authority, where applicable.</li> </ul>

<b>Ground for removal</b>	<b>GRT ABSENCES FOR TRADE OR BUSINESS REASONS</b>
<b>Full regulation</b>	Not in the regulations and the DfE are clear that all regulations apply to all pupils equally and the expectation for GRT pupils is that they attend full-time, the same as all other pupils unless parents are required to travel for occupational purposes.
<b>Additional clarification</b>	<p>This has been added to support schools following cases that have previously arisen.</p> <p>The 'T' registration code should not be used for general absences of GRT pupils and must only be used when the pupil's parents are travelling for occupational purposes and the school has granted a leave of absence following a request from the parent.</p> <p>To help ensure continuity of education for GRT pupils, when their parents are travelling for occupational purposes, it is expected that the pupil should attend school elsewhere and be dual registered at another school and their main (home/base) school.</p>
<b>Conditions for removal from roll</b>	<ul style="list-style-type: none"> <li>• One of the regulations listed, applicable to all pupils, has been met.</li> <li>• Pupil is not enrolled under a School Attendance Order.</li> <li>• You are not the 'home/base school'.</li> <li>• The pupil's absence has not been authorised.</li> </ul>
<b>School checklist</b>	<ul style="list-style-type: none"> <li>• Enquires made of any professionals working with the family <b>immediately if subject to CP Planning or any Court orders in relation to the child.</b></li> <li>• As a result of information provided by the parent on enrolment, what is the recorded ethnicity of the pupil?</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• The absence has not been authorised by the school.</li><li>• Efforts have been made to contact parents to ascertain the whereabouts of the pupil, the reason for absence and a return date.</li><li>• A dual registration arrangement has been explored where possible.</li><li>• Parents have been contacted but will not disclose a location and are unable to provide a return date.</li><li>• Parents have been made aware that absence is not being authorised and that the pupil may be/will be removed from roll as parents are not travelling for occupational purposes.</li><li>• School have considered other parental responsibility measures such as the issue of fixed penalty notices.</li><li>• There has been a visit to the home address to ensure the pupil is not present.</li><li>• You are not the home/base school for the pupil.</li><li>• The pupil has been absent from school on an unauthorised basis for not less than 20 school days.</li><li>• There is no 'unavoidable cause' preventing the family from returning to the city.</li></ul> |
|--|--|

## Appendix 4: Recording the destination of school leavers in SIMS

The following screenshots are actual examples of how schools have recorded the forwarding address and school in the 'Destination After Leaving' field in SIMS. **Failing to provide this information in an appropriate format would suggest that schools do not have a sufficient audit trail for deregistration and therefore the pupil should remain on your roll.**

As a general rule, information should be recorded in the format: House number & postcode, DfE number of confirmed new provision. There may be instances where the forwarding school cannot be recorded and the screenshots below give perfect examples of what should be recorded in this case.

### PERFECT EXAMPLES

No further action required from school or Senior CME Officer.

#### 11 School History



Date of Leaving	<input type="text" value="05/06/2018"/>		Reason for Leaving	<input type="text" value="In-year transfer - Maintained school"/>		
Destination After Leaving	<input type="text" value="101, L4 1AB, Confirmed with 341 Liverpool Admissions Team"/>					
Destination Institution	<input type="text"/>					
Destination Expected Start Date	<input type="text"/>		CMJ file sent or not required	<input type="checkbox"/>	CML file sent or not required	<input type="checkbox"/>
Grounds for Removal	<input type="text"/>					

#### 11 School History



Date of Leaving	<input type="text" value="05/06/2018"/>		Reason for Leaving	<input type="text" value="Missing Pupil"/>		
Destination After Leaving	<input type="text" value="B28 0UN 55 - CME Referral to 330"/>					
Destination Institution	<input type="text" value="M19 1AB - CME Referral to 352"/>					
Destination Expected Start Date	<input type="text"/>		CMJ file sent or not required	<input type="checkbox"/>	CML file sent or not required	<input type="checkbox"/>
Grounds for Removal	<input type="text"/>					


Some scenarios are not related to house moves and changes of school through the normal route and this entry below is an example of good practice.

### 11 School History

Date of Leaving   Reason for Leaving  

Destination After Leaving

Destination Institution   

Destination Expected Start Date   CMJ file sent or not required  CML file sent or not required

Grounds for Removal

The table below should also assist schools in completing this field correctly:

Instance	'Destination After Leaving' field	Example
A pupil has gone to a new school, but their address hasn't changed	House number and postcode (of current address) and DfE number of confirmed new provision	<b>1, SO15 1AB, 852 1234</b>
A pupil has moved to a new area, the new local authority has received an application but the pupil has not started at a new school	House number, postcode and 'Confirmed with (LA number)	<b>1, SO15 1AB, Confirmed with 852</b>
A pupil has moved to a new area, the local authority have not received an application	You should always contact the Senior CME Officer, who can refer to the Senior CME Officer in the new area. When it has been agreed the child can come off roll, the format should be: House number, postcode and 'CME referral made to (LA number)	<b>1, SO15 1AB, CME referral made to 852</b>

Schools sometimes choose to input forwarding school in the 'Destination Institution' field. If you do this, please be reminded you must still **always** complete the 'Destination After Leaving' field in the way that is outlined above, to update our system and notify us, as the local authority, where your pupil(s) have gone (as per the Regulations).

## Appendix 5 - Frequently asked questions

### Cities

Please do not enter the name of a city as a destination unless it is a unitary authority in its own right. This is because 'London' is made up of 33 different local authorities. Greater 'Manchester' is made up of 10 local authorities. Obtaining the forwarding address will enable schools to identify specifically which local authority now has responsibility for the pupil. Once you have the address gov.uk is helpful in identifying the forwarding local authority. <https://www.gov.uk/find-local-council>

### What if the pupil has not changed address?

If a pupil is leaving but their address is not changing, this should be stated clearly in the destination field on SIMS by recording 'no address change'.

### What if the new local authority has received an application but the child does not have a school?

A family may have left the city but the new local authority has not as yet offered a school place. Schools must contact the forwarding local authority to confirm that the pupil is known to them and an application has been received. In the destination field in SIMS schools should then record the new house number and postcode and 'confirmed with forwarding LA'.

### What if the new local authority has not received an application?

Without confirmation that the child is known to the new local authority a pupil should **not** be removed from your roll. Contact should be made with the Senior CME Officer, who will be able to make a referral to ensure the new authority are aware that the child is residing within their area, seemingly without education. Removal from roll in Southampton can then be discussed and agreed. See [Appendix 4: Grounds for removal from roll and checklist](#) for more guidance around this.

### What if parents refuse to provide a forwarding address?

Do not remove the pupil from roll and contact the Senior CME Officer on 023 8083 3666.

### Do leavers letters have to be sent to the Senior CME Officer?

No, the information should be recorded in SIMS and the document retained by the school as an evidential record.