Local authority and maintained schools protocol on deletions from roll - January 2026

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Background and focus

The decision to delete a pupil's name is for the individual school in line with the regulations.

This protocol serves as LA guidance on children on school rolls where deletion from roll is appropriate, and/or, where a pupil's case requires joint school and LA working to reach a robust decision re deletion from roll, or otherwise. The focus is on safeguarding children, ensuring children continue in education wherever possible, and preventing children from going missing from education (CME).

The processes that apply to cases of irregular attendance are covered in the Guide for maintained schools on the management of pupil attendance which is available on the School Extranet. Schools must monitor pupils' attendance daily through their attendance register and should take proactive steps to address poor or irregular attendance to prevent children becoming CME.

Leicester is a diverse city with high levels of mobility. This has an impact on children who are attending our schools as each year, high numbers of children leave at points other than the usual transfer times and many of these children go to countries outside the UK. It is important to fully consider any known or suspected risk to all children who leave our schools, and that appropriate action is taken to safeguard them when necessary. It is important that schools and the local authority work in partnership to ensure children's safeguarding requirements are met.

Children may be subject to various risks including forced marriage, FGM, radicalisation and CSE; it is imperative that consideration is given to any possible safeguarding issues when children stop attending school and leave our area. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 provide for effective information sharing on newly registered children, and also those who are to be deleted from roll, to ensure that children do not become missing in education.

A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

The removal from roll elements of this protocol relate to children on school rolls up to the **school leaving age (i.e., up to the end of the school year during which the child turns 16**). The regulations are slightly different for children on school rolls who are **under school age, and for children with EHCPs who are on roll at special schools.** The regulations concerning all three areas are available in Annex A. There is specific reference to children with EHCPs at the end of this section, and on page 7.

This protocol should be followed where removal from roll is being considered other than as part of routine transition at usual transfer points. It should also be followed if

it comes to the school's attention that due to a house move, the child is unlikely to attend the school they are due to transfer to.

The protocol includes details of:

1. Relevant Regulations
2. Schools' responsibilities – Removal from roll (listed by scenario)
3. General advice – concerns about the child's whereabouts or destination
4. LA responsibilities and actions
5. Annex A – Regulations – Removal from roll
6. Annex B – Safe removal from roll form / Referral OR Notification to LA
7. Annex C – The pupil no longer normally lives a reasonable distance - removal from roll decision form. (Moves within the city or nearby in county.)

In addition to the safe transfer of all children in the city, a further priority is to identify as quickly as possible where children can safely be removed from school rolls in order that the place can be allocated to another child. This protocol aims to address both these priorities.

The number of cases where **parents elect to home educate** a child has increased significantly in recent years. If a parent informs you that they are opting to take responsibility for their child's education (i.e., home educating them) and withdrawing them from school, to remove from roll, you must have this in writing from the parent and you must refer them to the Education Welfare Service (EWS) (providing a copy of the letter as the referral). If a school becomes aware that a parent is **intending** to withdraw their child for the reason of elective home education, it is good practice to seek to have a three-way conversation with the parent and the local authority Education Welfare Officer (EWO) prior to the parent reaching a decision if possible.

In the case of pupils with **EHCPs on roll at special schools**, where parents advise that they wish to **home educate**, schools should discuss this with the Special Education Service and their link EWO; prior to removal from roll, the local authority has a process that is followed to consider how the parent intends to meet the child's needs, and the local authority must be satisfied that the arrangements will be suitable **before** agreement to remove from roll can be confirmed.

It is never appropriate for a school to suggest home education to a parent; this practice is considered to be off rolling. Further information on elective home education is available on the council's website; Home education (leicester.gov.uk).

1. Relevant Regulations

Removal from school roll of both pre-statutory and statutory school age children is governed by regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. A pupil's name can only be deleted from the admission register for a reason set out in this regulation. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling. The regulations are summarised in Annex A. Explanations of each reason for deletion are provided by DfE in Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk).

There is a statutory duty on all Local Authorities in England and Wales to have systems and procedures in place to monitor Children missing education; Children missing education: statutory guidance for local authorities and schools - GOV.UK.

The local authority maintains records of the education provision of all children in the city known to education services. Work is undertaken by schools, the Education Welfare Service and Children Missing Education (CME) Information Officers with the aim of ensuring that all children who leave our schools safely enter the education system in their new location. This protocol provides details of the working arrangements for all **maintained schools.**

2. Schools' responsibilities - removal from roll scenarios

There are different scenarios that can apply which may lead to removal of a child from the school roll; these scenarios are listed below with guidance.

Schools should ensure that parents are aware of the importance of keeping the school fully updated regarding changes to their address, plans to move out of the area etc prior to any actual move. At the point a forthcoming planned move becomes known, or following an apparent unexpected move, the school should seek to identify all relevant information and record this on the form in Annex B.

The form in Annex C is designed to assist schools in decision making regarding removal from roll when a child has moved but is still living locally. Both forms are designed to assist schools to establish and store as much relevant information as possible. The forms also act as referrals / notifications to the LA.

Where a child has moved but is still attending, other than ensuring the school records are updated, no action needs to be taken.

There are different scenarios, and these are covered individually below. Where there is reference to **travelling distance**, journeys that take up to 45 minutes each way are **generally** considered to be reasonable for primary children, and journeys up to one and a quarter hours each way for secondary children although each family's specific circumstances should be taken into account.

a.) New school has child on roll – confirmed with school directly:

- There is no need to complete either form in Annex B or C as the child is on roll at another school – complete destination field in the school's management information system:
- Enter details in destination field in SIMs or school's MIS system using following format:
    - **[LA Number and Establishment Number],[Start Date as DD/MM/YY],[Name of Person Spoke to]**
- Remove from roll.

b.) Child is understood to be moving – new address is in city or nearby in county (i.e., possibly within travelling distance) and parent states child will no longer attend:

- Annex B may be used to help the school to capture the relevant information as far as possible with parent/carer.

- Ensure they are aware that child must continue to attend until they leave the current address – explore with them how the child could travel and continue to attend.
- Ensure they are aware that if they are remaining in the city or nearby in the county (within travelling distance), they should continue to send the child to the school unless they secure a place in another school -
    - Whilst the parent may wish to apply for a place in another school closer to the address, unless there are safeguarding concerns or SEN needs preventing travel, all secondary age children will be expected to travel. Transport may be available if a place is applied for but unavailable at a school within walking distance.
    - For primary pupils, parents must continue to ensure their child's regular attendance as far as possible until a place at a school closer to the address is available and, in the meantime, transport may be available if they apply but no school within walking distance has an available place.
- **Where a school is considering removal from roll in these circumstances and would like LA support to make an appropriate decision, the form in Annex C** should be completed by the school and submitted securely to the EWS. This enables legal advice to be sought if this is deemed necessary and ensures the decision to remove complies with the regulations. (The form should be completed in Word and shared securely with the EWS.)

c.) Child has moved and stopped attending - confirmed child in admissions process in new LA (or known to a service in new LA which has responsibility to ensure child receives an education e.g., social worker) and confirmed child is not returning to the city:

- Enter the details of the LA, who spoke to, their role in destination field.
- Remove from roll.
- NB Follow b.) where the child still lives locally in the county.

d.) Child is understood to be moving/has moved – distant county location or elsewhere in UK, **or left address but no information on whereabouts - Safe transfer to school or professionals in new LA unconfirmed despite all possible actions having been taken:**

- Complete Form in Annex B
- Discuss the case with the EWS and refer using Annex B form.
- EWO will undertake relevant casework and provide guidance to school on removal from roll.
- Remove from roll in line with advice from EWS.
- Enter in destination field – "referred to EWS" and date referred.

e.) Child is understood to be moving out of UK / is reported to have moved out of UK already**:**

- Complete the form in Annex B without delay and in as much detail as possible when notified that the family intends to move. **Complete with the parent if possible, ensuring the writing on the form is legible.** There are then two options: concerns or, no concerns.

Scenario 1.) School has concerns

- On the Annex B form, add a summary of the reason for the concern (section near bottom of form). This option applies where school is aware of current or recent safeguarding issues, and/or have any concerns about the information the parent is presenting.

- If the child has a social worker, criminal justice officer, MST, or family support worker, as soon as the information about the move becomes known, contact them without delay to discuss.

- If the child has any other professional actively working with the family in a supportive capacity, contact them without delay to share concerns about the move.

- Send fully completed Annex B to EWO for investigation.

- EWS will undertake casework and provide guidance to school on removal from roll – removal will be confirmed via email for the school's records. There is no predictable timescale for these investigations.

Scenario 2.) no concerns – notification only

- In the no concerns box near the bottom of the Annex B form, state that this a notification only case.

  - Complete Annex B as in as much detail as possible.
  - EWO makes the following checks **only**
  - Check for current involvement by:
    - Social worker
    - Family support worker
    - Criminal Justice
    - MST
    - Children at the same address – alert sent to relevant school/s.
  - If as a result of the above checks, concerns are identified, EWO advises school to pause, otherwise, EWO acknowledges Annex B and states in the email that there are no concerns re removal.
  - School removes from roll on receipt of email from EWO (timescale where no concerns are identified – aim is one week from date fully completed Annex B received).
  - School should **try** to obtain details re new school abroad and to confirm this with that school if possible. Where there are no concerns, this process can continue after removal i.e. it is not necessary to have details of a new school abroad before removing a child. (Where there are significant concerns however i.e. scenario 1.) above, this is advisable.)
  - School retains detailed records of all information obtained.

Destination field on school's MIS will either be **emigrated - referred to EWS** or **emigrated – notification only to EWS**.

When the destination field entered is: **emigrated – notification only to EWS,** the LA Data team screens cases for signs that the family **may** be resident and an investigation will then be undertaken. (Schools should avoid entering the name of a country only in the destination field, and instead, follow this advice.)

f.) Parent has taken child away on an extended period of leave of absence

- If a family normally reside in Leicester, and they advise they intend to return, the child/ren cannot be removed from roll. However, the 2024 Regulations (1.h. and 1.i.) introduce the following scenario that may be applied where the location of a child is known and the intention to return is undermined by the evidence and
    - The LA and school 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.
- Schools may use wording provided by EWS to encourage parents to change travel plans and return children to school earlier than planned (wording available from link EWO).

g.) Parent is keeping child at home and not ensuring child attends school

- Where a parent is not sending a child to the school where the child is on roll, the child cannot be legally removed from roll unless one of the removal from roll criteria is met – see section 5 below. DfE have confirmed that conditions 1.h and 1.i are highly unlikely to apply to a scenario where a child is living at the usual local address.

In all cases, where it is not already agreed that a child should be removed from roll **where a child has an EHCP**, the school should liaise with the SES caseworker when removal is being considered. For school age children, EWS may also need to be involved where removal from roll is being considered, and EWS will certainly be involved where the parent of a child with an EHCP who is on roll at a special school advises that they intend to home educate.

For any young people over school age with an EHCP, schools should liaise with SES and there is no role for EWS.

Transferring information to the local authority

For schools that use Capita SIMS with electronic transfer (B2B) with the local authority, this is done automatically when you have updated SIMS. Maintained schools that use other MIS should ensure that they have updated their system prior to sending the usual weekly extract for the local authority and uploading to AnyComms+.

When schools are inspected, inspectors may ask for evidence that the LA agrees with and/or is aware of a child's removal from roll. The LA will provide an emailed acknowledgement of the fact that a child has been/will be removed from roll confirming that the LA agrees where circumstances warrant this.

3. General advice – concerns about the child's whereabouts or destination

If no referral or notification has been sent to an EWO, schools should avoid stating in the destination field in the school's MIS that the EWO is aware.

Where i) a child is understood to be moving address or ii.) the move has subsequently come to the school's attention, where there are concerns due to the school being unable to confirm safe transfer, **in particular where a move abroad is known or suspected,** schools should seek to ascertain as much of the information in Annex B as possible. Where the school is aware of another agency or professional being involved with the family, they should alert them to the concerns as a matter of urgency and both seek information and support from them to confirm the child's wellbeing. It may be appropriate to seek information from a named emergency contact on the child's school records.

- The key principle is that **independent confirmation of the details is always ideally required** prior to removing a child from roll when a parent has advised of a move to another area or to a country outside of the UK. Where the move is outside of the UK, if the only available information is from the parent, that will usually be sufficient unless there are concerns identified in which case, a referral to the LA EWO is appropriate (including details of the concerns) prior to removal.

- All **available information should be triangulated to identify potential concerns.** Where there are concerns about the child's wellbeing, the concerns should be carefully considered with the aim of either taking action to confirm the child's safe transfer to another school or LA or, to involving LA services as appropriate.

Confirmation from an independent source could come from another local authority, a school in another area or the parent/carer may have some documentation relating to the new address which can be confirmed independently. **Schools abroad** will usually be willing and able to confirm a child is on roll with them via email; **the address should match the one on their website.**

Where concerns exist due to a lack of clarity, a lack of willingness to share information on the parent's part, or due to the destination (e.g., a conflict zone), or due to further information that has come to light from the child or their friends, or from a sibling's school, an assessment should be undertaken with a view to:

- Following safeguarding procedures where significant risk is believed to exist, refer to social care on 0116 454 1004 or via email casp-team@leicester.gov.uk, or contact Social Worker if already involved.
- Referring to Education Welfare Service to make relevant enquiries.

When a parent has been transparent and cooperative in their sharing of information, this will usually indicate that the child is not at risk, but there could be individual cases where this is not the case hence all cases should be carefully considered with information available being triangulated to identify concerns.

Leavers joining a Witness Protection Scheme or Fleeing Violence/abuse
Occasionally when a child leaves, there are special circumstances which make it necessary to keep their new location highly confidential. Typically, this is because they are fleeing violence or some other threat or in a very few cases, they are joining a witness protection scheme.

It is important that you confirm with the new school that the child is on roll, **but do not record the new address or the new school in SIMS.** Please select the Other/Unknown option in the reason for leaving field. For these cases it is also important for you to contact the CME Information Officers (cme@leicester.gov.uk, 0116 454 1132) so that the centrally held record can be updated in a way which protects the child's new location and prevents a CME investigation from being triggered. Please do not email child's name, dob etc, and use the initials and UPN only.

Where children have left due to domestic violence, witness protection or some other known threat; if you are unable to locate them at a new school, you should refer them to the EWS. The EWS will then take appropriate steps and ensure that the child is in education and ensure that the centrally held record is updated in a way that **protects the child's new location**.

Schools in the UK
It is never sufficient to accept the word of a parent/guardian. Confirmation from the receiving school needs to be obtained. To find the contact details of schools in England or Wales, you can look them up on the Get Information about Schools website.

If a pupil has relocated to Scotland or Northern Ireland, you should make contact with the new school or the relevant local authority to confirm that the child is either in their admissions system or has started there.

Policy and Practice Guide for Schools on Absent Pupils – Safe and Well Checks
This policy applies where children have not been seen as expected in school and there are concerns about their whereabouts. The policy could apply to cases where a move is suspected but not confirmed and cases should be considered on a case-by-case basis. The Policy is available on the Schools' Extranet - School's Extranet (leicester.gov.uk).

New starters
Schools have a duty to share the details of all new starters with the LA.

Common Transfer Files or SIMS queries should be addressed to your MIS (SIMS) support provider.

4. Local authority responsibilities and actions

The local authority must ensure that where safe transfer to another school or admissions system in the UK has not been established, that all possible relevant

actions have been undertaken to ensure the child's safe transfer. Where the child is understood to be moving abroad, or where they have not returned as expected, it may be appropriate to refer to the EWS for further investigation. In order to decide the extent of the actions deemed appropriate, the details in the form in Annex B will be considered.

The CME Information Officers in the Data team and the EWOs have access to the information submitted electronically by schools via B2B in the ONE Pupil database. Where safe transfer is not evident in destination field via B2B, if an EWO has not been involved via either a referral or a notification, the CME Information Officers will follow up and confirm information with schools as deemed appropriate and they will check the latest available housing information. **This check by the Data team provides an additional layer of reassurance.**

When schools have been unable to locate a child and family, all possible actions should have been tried **prior to referral to the local authority**, including the following:

- Home visits and checks with neighbours
- Emails to the family/young person
- Phone calls – all numbers including extended family, emergency contacts
- Texts to request contact
- Checks on the school's portal/website – is the child engaging/contactable?
- Checks on social media sites that you are aware the child might access
- Where other known siblings attend other schools, check if the other school are in contact with the family
- If relevant, contact the social worker, family support worker or any other involved professional – have they had any involvement with the child/family?

When EWS investigation is required, the standard actions the EWO will undertake are:

- Check of council databases e.g., Revenue and Benefits, Liquid Logic
- Phone calls and emails (using contact information held by the LA)
- Referral to other local authorities
- Check with health re GP registration
- Follow up all other sources of information identified during the investigation which may include government departments.

Key LA CME personnel regularly liaise and review procedures to ensure practices support the aims of the protocol.

Nothing in this protocol affects the duty to refer to social care when thresholds are met. The LSCPB guidance is available on the LSCPB website.

5. Annex A - Regulations – Removal from Roll

Children of statutory school age – points 1.a – 1.o.
Children on roll at special schools – the above and point 2
Children under statutory school age – points 3.a. – 3.e.

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration) (England) Regulations 2024
1.	The proprietor of a school must ensure that the name of a pupil of **compulsory school age** is deleted from the school's admission register when —
1.a.	the pupil has been **registered at another school**, **unless**— (i)a school attendance order naming the school is in force in relation to the pupil; (ii)the pupil is a mobile child and the school is their main school; or (iii)the proprietor has agreed with a person with control of the pupil's attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school;
1.b.	the pupil was **admitted to the school for nursery education** and— (i)they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but (ii)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;
1.c.	the pupil is **also registered as a pupil at one or more other schools** and— (i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; (ii)the proprietor of each other school where the pupil is registered has consented to the deletion; (iii)there is no school attendance order naming the school in force in relation to the pupil; and (iv)the pupil is not a mobile child or, if they are, the school is not their main school;

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration) (England) Regulations 2024
1d.	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;
1.e.	a **school attendance order** relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school;
1.f.	a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive **education otherwise** than at school and— (i)that day has passed; and (ii)there is no school attendance order naming the school in force in relation to the pupil;
1.g.	the pupil **no longer normally lives a reasonable distance** from the school and— (i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and (ii)the pupil is not a boarder;
1.h.*	the pupil has been **given leave of absence** and— (i)the pupil **has not attended the school within the ten school days immediately after the end of the period of leave**; (ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and (iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but— (aa)they have not succeeded; or (bb)they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration) (England) Regulations 2024
1.i.*	(i)the pupil has been **continuously absent from the school for at least twenty school days and**— (i)none of the circumstances mentioned in Table 2 in regulation 10(3) or in any row of Table 3 in regulation 10(4) other than the final three rows applied to the pupil at any point during that period; (ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and (iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but— (aa)they have not succeeded; or (bb)they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;
1.j.	the pupil **is detained under a sentence of detention** and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence;
1.k.	the pupil has died;
1.l.	the pupil will be **over compulsory school age** by the next time the school meets and— (i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or (ii)the pupil does not meet the academic entry requirements to be transferred to the school's sixth form;
1.m.	the pupil is a **boarder** at the school and— (i)the school is a school maintained by a local authority or is an Academy; (ii)charges for the pupil's board and lodging are payable by a parent of the pupil; and

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration) (England) Regulations 2024
	(iii)those charges remain unpaid by the parent at the end of the school term to which they relate;
1.n.	the pupil has ceased to be a pupil at the school and the school is not— (i)a school maintained by a local authority; or (ii)an Academy; or
1.o.	the pupil has been permanently excluded from the school.
2.	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— (a)paragraph (1)(d), (e), (k) or (o) applies; (b)the local authority who made those arrangements have given their consent to the deletion; or (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.
3.	The proprietor of a school must ensure that the name of a pupil who is **not of compulsory school age** is deleted from the admission register when (** see note at bottom of table).
3.a	the pupil is not a boarder and the proprietor does not have reasonable grounds to believe that they will attend the school again;
3.b.	the pupil is a boarder and has ceased to be a pupil at the school;
3.c.	the pupil has been continuously absent from the school for at least twenty school days and— (i)the pupil was not absent with leave at any point during that period;

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration) (England) Regulations 2024
	(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and (iii)the proprietor has made reasonable efforts to find out the pupil's location and circumstances but— (aa)has not succeeded; or (bb)has succeeded and has no reasonable grounds to believe that the pupil will attend the school again;
3.d.	the pupil has died; or
3.e.	the pupil has been permanently excluded from the school.

*** Conditions 1h and 1i - clarification**

Chapter 7 of the DfE's statutory guidance 'Working together to improve school attendance' outlines the School Attendance (Pupil Registration) (England) Regulations 2024 related to taking children off roll. Taking a child off roll outside these regulations is unlawful.

Regulation 9 (1) (i), commonly known as the CME regulation, is particularly notable as to take a child off roll under this regulation, if the child is found, agreement is required between the school and the local authority before it can be used.

Both parties 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. Working together to improve school attendance states:
'This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.'

The requirements for this regulation to be met also include:
• a pupil to be continuously absent from the school (unauthorised) for a period of 20 school days or more and:
• the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
• the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances,

Regulation 9(1)(h) is similar in scope but relates to a period of leave of absence from which the child then doesn't return, with a further 10 days of unauthorised absence.

The DfE CME statutory guidance from October 2025, also makes it clear that children with

persistent absence or severe absence patterns are not CME and so neither regulation could apply as early help, section 19 duties, a SEND assessment or legal intervention could be used/triggered with a view to securing a child's attendance.

To remove a child from roll under these conditions, the school must have engaged with the local authority and have agreed that no further support or intervention can be put in place to return the child to school. If the school has not engaged with the local authority and sought agreement, the criteria for grounds H and I have not been met and the school would be acting unlawfully if they proceeded with the deletion.

DfE have provided the following clarification:

- Grounds H, not returned following a leave of absence, and I, continuous absence of 20 days or more, **cannot be used** in cases where there are reasonable grounds to believe that the pupil is unable to attend **because of sickness** or an unavoidable cause. This includes absence due to both physical and mental health, even where a pupil is still awaiting diagnosis.

**** Children below statutory school age**

Local Authority advice – when a parent stops sending their child to school despite encouragement from the school to return the child, **where that child is under school age**, prior to removing the child from the school roll, a letter should be sent to the parent advising of the intention to remove from roll and giving the parent ten calendar days to contact them should they wish for the child to remain on the roll of the school.

6. Annex B - Safe removal from roll form / Referral OR Notification to local authority
Completion of this form will assist schools to determine if referral **or** notification only to the EWS is appropriate. For use with reference to the case scenarios.

School:	
Child/ren's name(s): 1. 2. 3.	Child's dob & UPN: 1. / 2. / 3. /
Person providing information: 1. Name: 2. Mobile no: 3. E-mail addresses: 4. Relationship to child	1. 2. 3. 4.
Parent/s carers if different to the above:	Enter 1 – 4 as above in this box
New Address:	
Date family moving if still in city:	
Last date child will attend the school:	
If child has stopped attending, last date:	
Is child in the Admissions process in the new LA, if yes, give details of a. LA and b. schools applied for:	Yes/No a. b.
If destination is outside of UK, how will the family be travelling?	
Flight details: a. Airline: b. Date of travel: c. Flight number: d. Destination Airport: e. If there is a connecting flight, record same details as above:	a. b. c. d. e.
Place in school for child/ren in new location? Yes / No (State name of school/s with tel no if known):	1. 2. 3.
Any other information including concerns from friends, information from siblings' schools:	
Is social care etc involved? Y/N – if Y, inform social worker: date informed ……. Is there a need for the LA to investigate further? Y/N – if Y, send form to EWO	
How do you know the family has left the address? Provide details:	
Is the school view that CP thresholds have been met? Yes / No If Yes, confirm that CP processes have been followed – Yes / No	
Concerns **If this is a referral to LA to investigate whereabouts, provide a brief summary of the reason for your concern here**:	

No concerns

If this is a Notification only (as you have no concerns), state this here:

Date form completed: _____ Dates of any subsequent updates: _____

Save form electronically in child's school record. Send to link EWO. Await response re removal from EWO.

7. Annex C - Purpose – support from LA to determine if removal from roll due to distance is appropriate

DATE FORM RETURNED TO EWO: _____ DATE FORM RETURNED TO SCHOOL: _____

EDUCATION WELFARE / SCHOOL ADMISSIONS **FOR USE WHEN CHILD HAS MOVED BUT IS STILL LIVING IN CITY OR NEARBY IN COUNTY, OR, WHEN THERE HAS BEEN NO MOVE OF ADDRESS BUT FAMILY CIRCUMSTANCES HAVE CHANGED AND THE DISTANCE IS NOW CONSIDERED POTENTIALLY UNREASONABLE**

For completion in Word – send securely

Name of child:		**Dob:**		**School Yr:**	

School:		**Date last attended:**	

1. Previous address when attending if there has been a move, current address if no move:		
	Distance from school (shortest walking):	
2. Date moved to new address if there has been a move:		
3. New address from which no longer attending or state not applicable if no move:		
	a.) Distance from school (shortest walking): b.) Journey time by bus at school start/finish time:	a.) b.)

4. Siblings			
Names	**Schools**	**Attending?**	
		Y	N
		Y	N
		Y	N

5. Parent's view:
6. Head teacher's view:
7. Is child in admissions process for place at another school? Yes / No

DATE FORM SENT TO LINK EWO: _____

Pass form to EWS management:

Decision re removal from roll and rationale:

Name of EWS manager:		**Date:**	
Admissions manager:		**Date:**	