Applecroft School



Removal From Roll Policy

Person Responsible:	**Headteacher**
Review Cycle:	**Annual**
Date of Issue:	**October 2026**
Review Date:	**October 2027**

This policy is based on the Hertfordshire's Model 'Statutory responsibilities of schools and academies when removing pupils from the admissions roll' document.

Removal From Roll Policy

1) Introduction:

School Vision:
'To be a positive and inspiring community that nurtures each individual and empowers leaders for life.'

School Mission Statement:
'Nurturing Potential, Inspiring Minds, Changing Lives'.

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience.

Hertfordshire County Council is committed to the safeguarding of all pupils. Pupils who are removed from schools' rolls inappropriately may become 'children missing from education' and therefore potentially vulnerable.

Section 436A of the Education Act 1996 (as amended by the Education and Inspections Act 2006) places a duty on local authorities to establish the identity of children in their area who are not receiving education. The purpose of this duty is to ensure that children missing from education (CME) are identified quickly and tracked effectively so appropriate actions can be taken.

This document sets out the responsibilities of **all** Maintained Schools, Academies, Free Schools, University Technical Colleges, Education Support Centres and Independent Schools, as they relate to the removal of pupils from roll. They are **all** required to notify the Local Authority when removing a pupil from roll.

The Education (Pupil Registration) (England) Regulations 2006 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2011 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016 and The School Attendance (Pupil Registration) (England) Regulations 2024 prescribes the circumstances (regulation 9) in which pupils may be removed from roll legitimately. (See The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk) for the regulations in full).

Removal from roll decisions must always be considered alongside the school's safeguarding responsibilities. Consideration must be given to pupils:

- with an Education, Health and Care Plan (EHCP),
- who are Children in Need (CIN),
- subject to a Child Protection Plan (CP),
- who are children looked after (CLA) or previously looked after (P/CLA),
- known to social care services,
- at risk of exploitation, radicalisation or serious youth violence.

No child should be removed from roll until all statutory safeguarding duties and local authority notification requirements have been fulfilled.

2) Key Principles:

Applecroft School will:

- Act in accordance with statutory guidance and legislation.
- Place safeguarding at the centre of all removal from roll decisions.
- Work collaboratively with parents, the Local Authority and external agencies.
- Ensure no pupil is removed unlawfully or informally.
- Maintain accurate admission and attendance registers.
- Retain evidence to demonstrate compliance with statutory requirements.

3) Responsibility of Schools (including academies):

The School Attendance (Pupil Registration) (England) Regulations 2024 came into force on 19 August 2024.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's name **must not** be removed for any other reason and doing so would constitute off rolling.

The school will not remove, encourage removal, or otherwise influence a pupil to leave the school to:

- improve attendance figures
- improve attainment outcomes
- avoid exclusions processes
- reduce behavioural concerns
- influence inspection outcomes

Any concerns regarding potential off rolling should be reported to the Headteacher and Chair of Trustees.

In accordance with regulation 13(1) of the Education (Pupil Registration) (England) Regulations 2006 as amended, a school must notify the local authority when a pupil's name is to be deleted from the admission register under any of the reasons set out in regulation 9 as soon as the pupil's name is to be deleted.
This does not apply where the pupil's name is deleted after they have completed the school's final year (for example, pupils who leave primary school at the end of Year 6), unless the local authority requests such information.

All schools must notify the local authority when a pupil is removed from roll.

The 2016 amendment also places a duty on schools and local authorities to work collaboratively in '**jointly making reasonable enquiries** as to the whereabouts of a pupil before a pupil is removed from roll.

Children with a Social Worker

Children missing education officers or a school's point of contact in the School Attendance Support Team should also inform a pupil's social worker if their name is to be deleted from the school register, school's must ensure the relevant section within the Removal from Roll form is completed fully. At Applecroft School this is the responsibility of the lead DSL.

Information schools must provide to the local authority:

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

a) the full name of the pupil,
b) address,
c) the full name and address of any parent the pupil normally lives with,
d) at least one telephone number that each such parent can be contacted with/in an emergency,
e) the information entered in the admission register in accordance with regulation 8(3), if any,
f) the information entered in the admission register in accordance with 8(4),
g) which of the circumstances listed in regulation 9(1) or (3) are the basis for the deletion of the registered pupil's name.

4) Process for Removal from Roll:

Schools/Academies should complete the **Removal from Roll** form, having ensured that any removal meets the specified ground **(copy at the end of this document)** and return it to their local Statutory Attendance & Participation Team as soon as the child has been removed from roll or at least within **5 school days** of the date of removal from roll. This includes pupils who have been added to the roll, but who have never attended.

Whenever a pupil joins or leaves a school/academy a Common Transfer File (CTF) MUST accompany him or her. Further information on the transfer of a CTF can be found on - www.education.gov.uk.

If a pupil is removed from roll for elective home education, school/academy must retain the CTF until such time as the pupil may return to a school roll.

If a pupil is removed from roll whereabouts unknown, school/academy must retain the CTF until such time as the pupil's whereabouts are known and the pupil may return to a school roll.

A child is missing from education (CME) if they are of compulsory school age (age 5-16), do not have a school place and no alternative education arrangements have been made for them. Please see link to CME Guidance - Children missing from education - Hertfordshire Grid for Learning (thegrid.org.uk).

Deleting the name of a pupil of compulsory school age

The only reasons where a pupil's name shall be deleted are: **(It is illegal to remove a pupil's name from the admission roll unless one of these grounds applies, even if a parent requests it).**

Regulation 9(1)(a) – a pupil has been registered at another school, unless:

1) a school attendance order, naming the school, is in force in relation to the pupil
2) the pupil is a mobile child, and the school is their main school or
3) 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.

Regulation 9(1)(b) – the pupil was admitted to the school for nursery education and -

1) 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
2) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again.

Regulation 9(1)(c) – the pupil is also registered as a pupil at one or more other schools and –

1) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again

2) the proprietor of each other school where the pupil is registered has consented to the deletion
3) there is no school attendance order naming the school in force in relation to the pupil, and the pupil is not a mobile child or, if they are, the school is not their main school.

Regulation 9(1)(d) – a School Attendance Order relating to the pupil and formally naming the school has been amended by the relevant Local Authority to substitute the name of the school with that of another school.

Regulation 9(1)(e) – a School Attendance Order relating to the pupil and naming the school has been revoked by the relevant Local Authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school.

Regulation 9(1)(f) – a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and –

1) that day has passed and,
2) there is no School Attendance Order naming the school in force in relation to the pupil.

Regulation 9(1)(g) – the pupil no longer normally lives a reasonable distance from the school and –

1) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again, and,
2) the pupil is not a boarder.

Regulation 9(1)(h) – the pupil has been given leave of absence and -

1) the pupil has not attended the school within the ten school days immediately after the end of the period of leave
2) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause and,
3) 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, considering any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.

Regulation 9(1)(i) - the pupil has been continuously absent from the school for at least twenty school days and -

1) 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
2) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
3) 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, considering any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.

Regulation 9(1)(j) - the pupil is detained under a sentence of detention, and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence.

Regulation 9(1)(k) - the pupil has died.

Regulation 9(1)(l) - the pupil will be over compulsory school age by the next time the school meets and -

1) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or
2) the pupil does not meet the academic entry requirements to be transferred to the school's sixth form.

Regulation 9(1)(m) - the pupil is a boarder at the school and -

1) the school is a school maintained by a local authority or is an Academy
2) charges for the pupil's board and lodging are payable by a parent of the pupil; and
3) those charges remain unpaid by the parent at the end of the school term to which they relate.

Regulation 9(1)(n) - the pupil has ceased to be a pupil at the school and the school is not -

1) a school maintained by a local authority; or
2) an Academy; or

Regulation 9(1)(o) - the pupil has been permanently excluded from the school.

Regulation 9(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.

Regulation 9(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 -

a) the pupil is not a boarder, and the proprietor does not have reasonable grounds to believe that they will attend the school again.
b) the pupil is a boarder and has ceased to be a pupil at the school.
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
    (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.
        (cc) the pupil has died; or
        (dd) the pupil has been permanently excluded from the school.

Regulation 9(4) - In this regulation -
"Main school", in relation to a mobile child, means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of trade or business or, if there is more than one such school, the school that most recently fulfils those criteria.

"pupil" means a registered pupil, except in the second place where it occurs in each of paragraphs (1)(n) and (3)(b); "reception class" means a class in which education is provided which is suitable to the requirements of pupils aged five and any pupils under or over that age who it is expedient to educate together with pupils of that age;

"The relevant local authority", in relation to a school attendance order, means the local authority who served the school attendance order.

"Suitable education", in relation to a child, means efficient full-time education suitable to the child's age, ability and aptitude and any special educational needs they may have.

Regulation 9(5) - For the purposes of this regulation -

a) whether a pupil normally lives at a place is not affected by temporary or occasional absences
b) a child is admitted to a school for nursery education if they are admitted for early years provision as defined by section 20 of the Childcare Act 2006(8) and, on admission, are not placed in a reception class or any more senior class
c) the permanent exclusion of a pupil from a maintained school, pupil referral unit, Academy school or alternative provision Academy on disciplinary grounds does not take effect until the responsible body (as defined in section 51A of the Education Act 2002(9)) has discharged its duties under the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012(10) and—
    (i) the relevant person, within the meaning of those Regulations, has stated in writing that they do not intend to apply for a review under those Regulations
    (ii) (ii)the time for applying for a review has expired and no review has been applied for in that time; or
    (iii) the relevant person has applied for a review within that time and—
    (aa) they have abandoned the review
    (bb) the review panel has upheld the responsible body's decision that the pupil should not be reinstated; or
    (cc) the review panel has recommended or directed that the responsible body reconsider its decision, and the responsible body has decided that the pupil should not be reinstated.
d) the permanent exclusion of a pupil from a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the 1996 Act (11) and—
    (i) the relevant person (within the meaning of that agreement) has stated in writing that they do not intend to bring an appeal
    (ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or
    (iii) an appeal brought within that time has been determined or abandoned.

5) Transfer Between Schools:

Where a pupil is transferring to another school, the original school must delete a pupil's name from the admission register on the first day they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed the pupil will attend the school. For example, if a pupil is due to leave school A on 28 March and start at school B on 29 March, they would add to the admission register of School B and delete from that of School A on 29 March.

School A will:

- record the pupil's attendance and absence up to and including the 28 March
- delete the pupil's name from the admission register on 29 March
- transfer the appropriate pupil information via the S2S system.

School B will:

- enter the pupil's name on the admission register on 29 March
- record the pupil's attendance and absence from 29 March
- follow up any unexpected absence on or after the 29 March; and
- request the transfer of the pupil information.

There are a small number of exceptions, these are:

Schools/academies should not encourage parents to educate their children at home as a way of avoiding exclusion or because the pupil has a poor attendance record. Advice and information on Elective Home Education can be obtained from the EHE Team, or from www.hertfordshire.gov.uk or from several independent websites including https://www.educationotherwise.org/.

DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable enquiries.

Schools/academies should:

- Contact parents/ relatives to check that there is no good reason for the absence e.g., disrupted travel arrangements or illness
- Mark the absence as authorised if there is a valid reason, using the relevant code
- Mark the absence as unauthorised if there is not a valid reason, using the relevant code
- Contact their relevant Statutory Attendance & Participation Team if there are concerns about the welfare of the pupil or if they are unable to contact the parents/carers.

Schools/academies must contact the Statutory Attendance & Participation Team before removing from roll so that joint reasonable enquiries can be made as to the pupil's whereabouts.

6) Compulsory School Age:

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.

7) Data Protection and Record Retention:

All documentation relating to removal from roll decisions, including correspondence, records of enquiries, attendance information and Local Authority notifications, will be retained in accordance with the school's Data Protection and Records Management policies.

Personal data processed under this policy will be handled in accordance with:

- UK GDPR
- Data Protection Act 2018
- School Data Protection Policy

Information shared with the Local Authority will be limited to that required by legislation.

8) Elective Home Education (EHE):

If parents/carers are considering, or have decided upon EHE, then the following will take place:

- Parents/carers must provide written notification,
- School will arrange an exit discussion where appropriate,
- School will not encourage EHE as an alternative to attendance concerns, SEND concerns or exclusion,
- Safeguarding concerns remain reportable after deregistration,
- School will consider whether any unmet SEND needs are contributing to attendance difficulties or requests for Elective Home Education before a pupil is removed from roll,
- Where a pupil has an EHCP, the SENCO must be consulted before any removal from roll takes place.

9) Monitoring:

The Headteacher will report the following each term to the Board of Trustees:

- Number of pupils removed from roll,
- Reasons for removal,
- Number electively home educated,
- Number referred as Children Missing Education,
- Any safeguarding concerns identified.

Removal from Roll
Statutory Attendance and Participation Team

To: West/East Area (please delete)	School/Academy

NOTIFICATION OF REMOVAL OF PUPIL FROM ADMISSION ROLL

There are strict grounds as to when schools may remove pupils from their admissions register. They are outlined in **Regulation 9** of The School Attendance (Pupil Registration) (England) Regulations 2024.

Regulation 13(1) states that when a school has decided to delete a pupil's name from their admission roll, they must notify their Local Authority. This responsibility applies to all Maintained Schools, Academies, Free Schools, University Technical Colleges, Education Support Centres and Independent Schools.

Please use this form in conjunction with the Regulations.

You must provide the following information:

Full Name of Pupil:	DOB:	Gender:
The full name and address of any parent the pupil normally lives with:		
Address or new address at which pupil will reside is required, and the date the pupil will start living there:		
Post Code:	**At this address from:**	
Tel No: Mobile No:	**Email address of parent:**	

UPN:	Is this pupil known to Social Care? Yes/No
Does the pupil have an EHCP? Yes/No	**(please inform the SEN Officer)**

Date pupil came on roll		Date pupil taken off roll	
Name of new school:		DfE number:	
Address of new school if outside Hertfordshire: On roll from:			

If the pupil has left the school without explanation you are required to contact the Attendance Duty Team so that Joint Reasonable Enquiries can be completed.
Please confirm: Yes/No Date this took place: If no, why not?

Do you have any recent concerns about the pupil's welfare? Yes/No

Is the pupil known to a social worker or the subject of a CP or CIN Plan?
If yes, you must provide details and dates below. The DfE expects Local Authorities to inform social workers when a child is removed from roll.

Do you consider the pupil to be at risk of Child Sexual, Criminal Exploitation or radicalisation? Yes/No
If yes, you are required to provide details below:

REASON FOR REMOVING PUPIL OF COMPULSORY SCHOOL AGE FROM THE ADMISSION ROLL - in accordance with regulation 9: (All information **must** be provided to support the reason selected)

9(1)(a)	**The pupil has been registered at another school - you must provide details above of school above**	
9(1)(b)	**The pupil has not continued at the school following completion of nursery**	
9(1)(c)	**The pupil is also registered at one or more other schools, and the other schools have agreed the deletion.**	
9(1)(d)	**The pupil has a School Attendance Order which has been changed to name another school**	
9(1)(e)	**The pupil has a School Attendance Order which has been revoked.**	
9(1)(f)	**The parents of the pupil have notified the school in writing that the pupil will be leaving school to be educated otherwise than at school** You must attach a copy of the parent's letter (a pupil may only be removed from the school roll if written notification has been received from the parent confirming their intention to educate the child otherwise than at school) **Is the pupil known to a social worker or the subject of a CP or CIN Plan?** **Do you have any concerns about the pupil's welfare or safeguarding so that we can assess risk and consider whether we need to offer a home visit?** If yes, you **must** provide details:	
9(1)(g)	**The pupil no longer normally lives a reasonable distance from the school 168.** New address must be provided above	
9(1)(h)	**The pupil has not returned following a leave of absence.** Schools are not permitted to remove pupils from roll under this rule until **joint reasonable enquiries** by the school/academy **and** the Statutory Attendance & Participation Team have taken place and failed to ascertain the pupil's whereabouts. Details of actions taken must be provided	
9(1)(i)	**The pupil has been continually absent from school.** Where a pupil has been continually absent from school for a period of 20 school days or more. The pupil absence is recorded as G, N or O. The school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause. The School and the Local Authority have jointly made reasonable efforts to find out the pupil's location and circumstances. Details of actions taken must be provided	
9(1)(j)	**The pupil is detained under a sentence of detention.** Where a pupil has been detained under a sentence of detention (defined in regulation 3) the school must have reasonable grounds to believe the pupil will not return to the school once they are released. This must be decided on a case-by-case basis.	
9(1)(k)	**The pupil has died.**	
9(1)(l)	**The pupil will be over compulsory school age and will not continue into the sixth form**	
9(1)(m)	**The pupil is a boarder at a school maintained by a Local Authority, or academy and their boarding fees have not been paid.**	
9(1)(n)	**The pupil has ceased to be a pupil at an independent school or non-maintained special school**	
9(1)(o)	**The pupil has been permanently excluded from the school.**	
9 (2)	**DELETING THE NAME OF A PUPIL OF COMPULSORY SCHOOL AGE FROM THE REGISTER OF A SPECIAL SCHOOL** Where a pupil of compulsory school age is registered at a special school under arrangements made by a local authority, the pupil's name cannot be deleted without the consent of the local	

	authority or, if the local authority refuses to give consent, without a direction from the Secretary of State, unless: the pupil is registered at the school as a result of a school attendance order, but school is not now named on that order or the order has been revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, and the pupil's name is deleted under regulation 9(1)(d); or (e) OR: the pupil has died, and the pupil's name is deleted under regulation 9(1)(k): OR the pupil has been permanently excluded from the school, and the pupil's name is deleted under regulation 9(1)(o)	

REASON FOR REMOVING PUPIL OF NON-COMPULSORY SCHOOL AGE FROM THE ADMISSION ROLL in accordance with regulation 9:

9(3)(a)	**The pupil is not a boarder and will not attend the school again.**	
9(3)(b)	**The pupil is a boarder and has ceased to be a pupil at the school.**	
9(3)(c)	**The pupil has been continually absent from school for 20 days.**	
9(3)(d)	**The pupil has died**	
9(3)(e)	**The pupil has been permanently excluded from the school**	

Please Note: Whenever a pupil leaves a school/academy a Common Transfer File (CTF) MUST accompany him or her. Further information on the transfer of a CTF can be found on www.education.gov.uk

Date CTF sent to new school or lost pupil database: ……/……/…….

Name of person completing this removal from roll form (please print):…… Contact telephone number …… … Date form completed: **……/……/……**

Please return to the Area Attendance Duty Team using secure email system i.e. Schools or Herts FX to: AttendanceDutyEast@hertfordshire.gov.uk or AttendanceDutyWest@hertfordshire.gov.uk