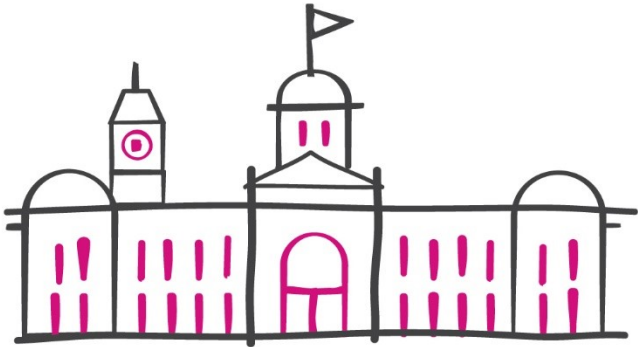


Working together to improve school attendance – Updated deletion from roll regulations

Edwina Langley MBE - Lead Attendance Officer



 **RESET**

 **RESHAPE**

 **RESTART**

Housekeeping

- Session is being recorded and will be available after the event – please leave the session if you don't want to be recorded
- Please keep cameras off
- Please keep microphones off
- Time for questions through the session and at the end



Session content

- Working together to improve school attendance – reminder
- Chapter 7 – ‘Contents of the admissions register’
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Expected first day of attendance
- Pupil information
- Change of address
- Deletion from roll regulations – compulsory school age
- Non-compulsory school age
- Summary



Working together to improve school attendance - reminder

- 'Improving attendance is everyone's business'
- Statutory guidance from 19th August 2024
- 'Must have regard to it'
- Eight chapters – Chapter 7
- Sets out expectations of partners
- 'Support first' – not punitive action first
- Schools - Duty to share attendance and absence with DfE and LAs
- Schools - Duty to consider legal action when all else fails



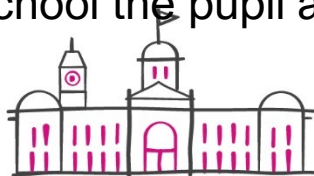
Expected first day of attendance

- Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school
- Where child doesn't attend as expected – follow absence procedures
- If no date agreed the pupil's name must be entered on the first day they attend the school
- Names must be added before or at the beginning of the first session on that day
- Person with control...
 - Parent
 - Governing body re; an off-site direction
- Special schools where school named on EHCP – cannot put the child on roll unless parent agrees a start date or the child starts the school



Pupil Information

- full name;
- name the pupil uses at school;
- sex;
- address;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. Where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil;
- day, month and year of birth;
- day, month and year of the pupil's starting day at the school;
- name and address of the last school the pupil attended, if any.



Pupils with a new address and/or school

Where a parent of a pupil informs the school that the pupil will live at another address whether in addition or not, the school must ensure the admissions register contains...

- the address;
- the full name of each parent the pupil will normally live with;
- the date when the pupil will start normally living there.

Attending another school – admissions register must then include:

- the name of the other school;
- the date when the pupil began or will begin attending that school.



Off-site directions/managed moves

- Same regulations apply
- Child must go on roll at the subsidiary school
- Subsidiary school must be added to information on the admissions register
- LA notified of the admission



Deletion from roll



 *RESET*

 *RESHAPE*

 *RESTART*

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 regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.
- When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.
- A pupil's name must not be removed for any other reason and doing so could constitute 'off-rolling'.
- Schools must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return)
- Doesn't apply to standard transitions (end of year 6 and 11)



Deletion notifications

The school must provide

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



Retrospective (backdated) deletions

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

Schools must not backdate deletions



Deleting the name of a pupil of compulsory school age from the register of a special school – 9 (2)

- Pupil of compulsory school age
- Registered at a special school under arrangements made by a local authority
- Name cannot be deleted without the consent of the local authority
- If the local authority refuses to give consent
- Request a direction from the Secretary of State
- SENAR
- Circumstances must meet the regulations under 9 (1)
- Non-compulsory school age – consent required



The 15 Deletion Regulations



 **RESET**

 **RESHAPE**

 **RESTART**

‘Ground A - The pupil has been registered at another school’ - 9(1)(a)

- Where a pupil is transferring to another school, the original school must delete the pupil’s name from the admission register as soon as 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 or been told the pupil will attend the school as explained under Expected First Day of Attendance
- Exception – child enrolled at your school after a school attendance order



Detail

- Mobile child
- Parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place
- Temporarily attend another school without the need for their main school to remove their name
- Dual registration generally
- Attending another school on a temporary basis
- E.g. pupil referral unit, a hospital school or a special school.



Ground B - The pupil has not continued at the school following completion of nursery education - 9(1)(b)

- Child in the nursery class
- Doesn't progress to reception class



Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion - 9(1)(c)

Where a pupil is registered at one or more other schools, and:

- the school does not have reasonable grounds to believe that the pupil will attend the school again,
- each school where the pupil is registered has given consent to the deletion,
- 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.
- SAOs, mobile child rules apply



Ground D - The pupil has a school attendance order which has been changed to name another school - 9(1)(d)

- Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.

Ground E - The pupil had a school attendance order which has been revoked - 9(1)(e)

- Where the LA revokes a school attendance order as it is now satisfied suitable education is being provided



Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school - 9(1)(f)

- Pupil's parent has informed the school in writing
- From a certain day
- That the pupil will no longer attend the school
- Will receive education otherwise (elective home education)
- That day has passed,
- There is no school attendance order naming the school in force
- Must take the child off roll unless you are a special school
- Keep place open for 10 days
- Make an EHE referral – flag up children of concern
- Notify social worker – CIN/CP plan
- SENAR/EHE team – special schools



Ground G - The pupil no longer normally lives a reasonable distance from the school - 9(1)(g)

- Pupil no longer normally lives a reasonable distance from the school
- School does not have reasonable grounds to believe the pupil will attend the school again
- Where parents are moving away but no school place
- The pupil has completed their final day at school and moved out of the area
- The school must delete the pupil's name from the admission register
- Refer to local CME team/Admissions
- Transfer information to Lost Pupil Database via the S2S system
- Temporary or occasional absence
- Prolonged absence is not generally considered as temporary



Ground H - The pupil has not returned following a leave of absence - 9(1)(h)

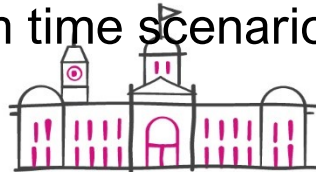
Where a pupil has been granted a leave of absence and:

- the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for
 - 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
-
- But...



Joint reasonable enquiries to locate the child...

- They have not succeeded, or
- They have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.
- CME referral if whereabouts unknown
- Pupils who have been located but have not returned to school
- A joint decision is required between the school and the local authority before this ground is used
- Both 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.***
- Only applies to leave in term time scenarios



Examples

- The pupil is still away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.
- No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.
- The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date.



Use Ground G (reasonable distance rule) when...

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil normally lives a reasonable distance from the school.
- The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.



Ground 1 - The pupil has been continually absent from school for 20 school days - 9(1)(i)

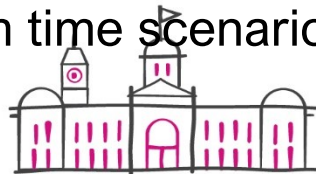
Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- Not authorised
 - 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,
-
- But:



Joint reasonable enquiries to locate the child...

- They have not succeeded, or
- They have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.
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Use Ground G (reasonable distance rule) when...

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- The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.



Ground J - The pupil is detained under a sentence of detention - 9(1)(j)

- Where a pupil is found guilty of a crime
- Detained under a sentence of detention
- Reasonable grounds to believe the pupil will not return to the school once they are released
- Case by case basis
- Discuss this with the pupil's youth offending team worker

- Cannot remove from roll children awaiting sentencing or remanded awaiting a trial



Ground K - The pupil has died - 9(1)(k)

- When school notified of death
- Normally come from the pupil's parent
- Police or relatives
- Delete the child's name as quickly as possible
- To prevent inadvertent and unnecessary contact with the family about the child
- Parent notification
- Previous safeguarding concerns
- Child's death was abroad or circumstances suspicious
- Consider CASS referral



Ground L - The pupil will be over compulsory school age and will not continue into the sixth form - 9(1)(I)

- Year 11s
- After last Friday in June
- After conclusion of exams
- Unless staying on for 6th form



Ground 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)(m)

- Where a pupil is a boarder at the school and:
- the school is maintained by a local authority or is an academy,
- charges for the pupil's board and lodgings are payable by the pupil's parent, and
- those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.



Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school - 9(1)(n)

- Where a pupil has ceased to be a pupil at the school and the school is not maintained by a local authority or an academy (including a city technology college or a city college for the technology of the arts).



Ground O - The pupil has been permanently excluded from the school - 9(1)(o)

- Permanently excluded
- Name cannot be deleted from the admission register
- Outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known
- Deadline for appeal has concluded without an appeal being made
- 15 school days



Deleting the name of a pupil not of compulsory school age



 **RESET**

 **RESHAPE**

 **RESTART**

Grounds

- Ground A - The pupil is not a boarder and will not attend the school again - 9(3)(a)
- Ground B - The pupil is a boarder and has ceased to be a pupil at the school - 9(3)(b)
- Ground C - The pupil has been continually absent from school for 20 school days - 9(3)(c)
- Ground D - The pupil has died - 9(3)(d)
- Ground E - The pupil has been permanently excluded from the school (same appeal rules apply) - 9(3)(e)



Ground C - The pupil has been continually absent from school for 20 school days - 9(3)(c) (non-compulsory school age)

Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- the pupil was not absent with leave during the period,
- 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 has made reasonable efforts to find out the pupil's location and circumstances but:
 - has not succeeded, or
 - has succeeded and has no reasonable grounds to believe the pupil will attend the school again.



Summary

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- The School Attendance (Pupil Registration) (England) Regulations 2024
- Expected first day of attendance
- Pupil information
- Change of address
- Deletion from roll regulations – compulsory school age
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Questions?





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