

- **Attendance missed and the impact on pupil's learning**

Last updated: July 2025

In line with the new guidance from the DfE, schools are encouraged to regularly inform parents about their child's attendance and absence levels. Here is the guidance Working together to improve school attendance (publishing.service.gov....

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- **Attendance tracker**

Last updated: July 2025

The school attendance tracker is available to download below and: Allows school to track pattern of attendance for each pupil through the entire academic year: a quick visual aid for Dedicated Attendance Lead or other SLT who need oversight of...

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- **Flexi schooling**

Last updated: July 2025

Information for headteachers to disseminate to governors, parents and carers. There is no explicit guidance on flexi-schooling. The following information is taken from guidance papers where flexi-schooling is referenced. These include...

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- **ePEP video guides**

Last updated: July 2025

Here are the video guides on how to use Welfare Call for PEP: Save your page on Welfare Call
Tab 1 Social worker
Tab 2 Designated teacher
Tab 3 Progress and attainment
Tab 4 Transition planning
Tab 5 Views, wishes and feelings
Tab 7 SMART targets

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- **In-year applicant - non-coordinated schools only**

Last updated: July 2025

If your school coordinates its own in-year admissions you must report all in-year applications to us. This is part of the School Admissions Code - School admissions code 2021 (publishing.service.gov.uk) (section 2.30), In-year...

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- **Reasonable journey time to and from school**

Last updated: July 2025

What is a reasonable journey time to and from school? In Ealing we consider 45 minutes a maximum reasonable journey time for a primary school child. However, whether the child is in primary or high school, the circumstances of the family, the...

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- **Regulation 9 codes - legal reasons for removing pupils from admission register**

Last updated: July 2025

The Regulation 9 codes – referred to previously as the Regulation 8 codes in The Education (Pupil Registration) (England) Regulations 2006 – are the legal grounds on which schools can remove a pupil from their Admissions Register (school...

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- **Leaver's folder checklist**

Last updated: July 2025

This leavers process is part of a school's CME/safeguarding duty and must be completed. All removals from roll must be approved by a member of SLT before they are processed. Each school/provision should have designated a member of their senior...

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- **Leavers tasks and referrals checklist**

Last updated: July 2025

Details of tasks, who it applies to and when does it need to be completed
Off roll confirmation letter to parent for all pupils who are removed from roll
Schools must complete this task as soon...

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Transfer leaver's files and get receipts

Last updated: July 2025

What leaver's file types to transfer, when to do it and receipts Common transfer form (CTF)As soon as pupil's new school is confirmed, or they are referred to CME send to new school via School to School (S2S). If new...

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