



Statutory leaver notification reminder

03 Sep 2025

All schools, in line with the Working Together to Improve School Attendance guidance, have a statutory responsibility to notify the Local Authority before removing a pupil from roll.

The only exception to this is when a pupil is leaving at a standard transition point, such as moving up to Reception or Year 7. For all other leavers, notification must be submitted via the [School Leaver Notification Gateway form](#).

Required information for every leaver

You must be able to provide the following details, including for pupils who are moving or have moved abroad:

- New education provision (e.g. new school details, elective home education, permanent exclusion)
- New home address (if applicable)
- Contact details of the parent/carer the pupil is/will be living with

If you are unable to provide all of this information, the pupil must be referred to Children Missing Education (CME) via the [Children missing education form](#) via Gateway. Please note that submitting a leaver notification stating that the pupil has been referred to CME is not sufficient. A CME referral must also be submitted.

Important reminders

- Please submit the leaver notification on Gateway before removing the pupil from roll on your MIS. Once removed from your MIS, the pupil will no longer be visible on Gateway.
- For pupils being withdrawn to be home educated, submit the leaver notification on the same day you inform the elective home education team. If you attempt to submit the notification after this point, the pupil will no longer be visible on Gateway.
- If you are unable to locate a pupil on Gateway, please contact ealingeducationict@ealing.gov.uk

Thank you for your continued help in ensuring that all Ealing pupils have an education provision.

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

Contacts

Claire Hooper
hooperc@ealing.gov.uk
020 8825 5517
Children missing education
cme@ealing.gov.uk
020 8825 5517
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