

## • **When to remove a pupil from roll?**

*Last updated: July 2025*

Here is the guide on when you can safely remove a pupil from roll. For statutory guidance read Working together to improve school attendance (GOV.UK). Here is flowchart on when to remove a pupil from roll. Did you know the pupil was leaving? No. Then...

[More](#)

## • **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...

[More](#)

## • **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...

[More](#)

## • **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...

[More](#)

## • **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...

[More](#)

## • **Pupils on extended, unauthorised leave abroad - Letters in SEN schools**

*Last updated: July 2025*

Please ensure you have read the guidance regarding pupils on extended, unauthorised absence abroad carefully before starting this process and sending this letter to the parent/s. Letter 1 Setting out expectations for keeping pupil on roll Should...

[More](#)

## • **Ealing school nurses training modules**

*Last updated: July 2025*

Virtual training modules for medical conditions policy and emergency medication September 2025 to June 2026. It is advised relevant staff (headteachers, deputy/assistant headteachers, SENCOs and welfare assistants, medical staff...

[More](#)

## • **School nursing**

*Last updated: July 2025*

The service provides specialist advice and support to school-aged children and young people. The team comprises of school nurses, staff nurses, and nursery nurses and administrators. The team covers all the primary and high schools in Ealing...

[More](#)

## • **Named nurses by area and school**

*Last updated: July 2025*

Admin duty 020 8102 5888 School nurse team email: clcht.ealingschoolnurseteam@nhs.net Nurses in Northolt, Greenford and Perivale: 8 secondary, 22 primary Nurse Sharon Stuart 07887 564684 Northolt High School 020 8864 8544 The Cardinal Wiseman...

[More](#)

## **Pupils on extended, unauthorised leave abroad - Letters for mainstream schools**

*Last updated: July 2025*

School is aware pupil is abroad on unauthorised absence. Do not do anything until you have read and understood the Pupils on extended, unauthorised leave abroad guide. Letter 1 Setting out expectations for keeping pupil on roll Please ensure you...

[More](#)

[« first](#) [previous](#) ... [52](#) [53](#) [54](#) [55](#) **[56](#)** [57](#) [58](#) [59](#) [60](#) ... [next](#) [» last](#) »

---