

- **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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- **Children missing education (CME) reasonable enquiry form**

Last updated: July 2025

If at any time, there are safeguarding concerns for the child, a referral must be made immediately to ECIRS@ealing.gov.uk
Completing your referral
For pupils to be considered as children missing education (CME): They have been absent for ten school...

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- **Children missing education (CME) referral flow**

Last updated: July 2025

Day 1 of absence and school are unable to contact family
First day calling to all parent/carer numbers and emergency contacts.
Assess vulnerability.
Contact Social Worker if child has one. If child does not have a Social Worker, but is otherwise...

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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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- **Reporting September reception class and year 7 non-arrivals**

Last updated: July 2025

Reception and Year 7 pupils who do not join your school as expected in September, and whose admission to another you have not been able to verify, must be treated as Children Missing Education. Rather than sending in individual children missing...

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- **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...

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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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