

• **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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• **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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• **Pupils on extended, unauthorised leave abroad - Guide for SEN schools**

Last updated: July 2025

We remind schools to always follow the DFE off-rolling regulations prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register. The full list of legal reasons to remove a pupil from...

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• **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...

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• **Pupils on extended, unauthorised leave abroad - Guide for mainstream schools**

Last updated: July 2025

We remind schools to always follow the DFE off-rolling regulations prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register. The full list of legal reasons to remove a pupil from...

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Summer 2025 Holiday Activities and Food (HAF) programme referrals

Last updated: July 2025

Action for schools: Please share leaflets with eligible pupils and families only. We are delighted to be delivering in Ealing the Summer 2025 Holiday Activities and Food (HAF) programme. The HAF programme provides funded holiday provision,...

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