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 mut 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 rollShould...

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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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