

When to remove a pupil from roll?

Scenarios

1. Has not moved or has moved but is close enough to continue attending:

- If the pupil has not moved or is still close enough to travel to the current school, they should not be removed from roll. This is an attendance issue.
- Contact your Link Attendance Officer for help if needed.

2. Withdrawn to be electively home educated:

- Parent notification in writing is helpful but not required.
- A meeting should be offered to discuss the family's decision to home educate, however, the parents are not obliged to accept it.
- Please [refer the pupil](#) to Ben Lundy and Debby Legg.
- Submit Leaver Notification on Gateway.
- Remove pupil from roll once added to the EHE register.

3. Moved within UK but too far to continue attending:

- If the pupil has moved too far to attend, please confirm that a school application has been received for them with the admissions team in their new local authority. Direct applications to schools are not sufficient to confirm that their new Local Authority is aware of them.
- If you are unable to confirm the pupil's new education provision within ten school days since last attendance, [refer to CME](#).

4. Moved abroad:

- Written confirmation from a parent that the pupil is moving abroad and will not return to the UK allows immediate removal from roll.
- The required information for all leavers must still be obtained. If it cannot be obtained, please [refer the pupil to CME](#) immediately.

Important Information

Required information for all leavers (including those who have left the UK):

- the pupil's new address (if they have moved)
- their new school details
- the contact details of the parent they will be living with

This information must be sent to the Local Authority via the Gateway leaver notification form.

- Step-by-step guides for the Gateway leaver notification and [children missing education referral](#).
- Maximum travel time is 75 minutes (DfE), 30 minutes suggested for primary in Ealing.
- Forms for EHE referral are available on EGFL.

Areas of special consideration

Pupils with EHCPs

- Pupils who have an EHCP cannot be removed from roll without permission from the SEND team responsible for their plan.
- Pupils must remain on roll until a new education provision is named for them.
- The school remains responsible for safeguarding until a new provision is named for them.
- Please call an emergency annual review if the pupil is being withdrawn to be home educated.

Pupils who are children looked after

- Please contact the pupil's virtual school teacher for permission to remove from roll.
- If the pupil has an EHCP, their social worker should coordinate with their new local authority to arrange a new education provision if they can no longer attend your school.

Pupils with social workers

- Inform Social Worker before removing the pupil from roll.
- Your designated safeguarding lead will hold a list of pupils with Social Workers.

Extended unauthorised leave

- Please follow the process in the guidance.
- Permission must be granted by your link attendance officer to remove the pupil from roll.
- Permission cannot be granted to remove the pupil from roll if the process has not been followed correctly.



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[When to remove a pupil off roll flowchart - Sept 2025.pdf \(pdf\)](#)

Related content

[Children missing education \(CME\)](#)

Contact:

- **Children missing education**, School attendance service: cme@ealing.gov.uk 020 8825 5517

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

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