# Guidance for off-rolling for children gone abroad ’20-day rule’ November 2020

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. Here is the [DfE’s list of full deletion categories](https://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made)

This guidance does not apply to children who are still in the UK but refusing to return to school; these will need to treat as an attendance issue and should remain on roll. Please discuss these cases with your Link Attendance Officer.

Due to an increase in queries from schools regarding the 20-day unauthorised absence off-rolling rule, specifically for those children who are abroad and where the parent/s has not provided evidence of the need to remain abroad or provided a return date, we suggest that the following reason for deletion should be considered.

## Deletions from Admission Register

**8.**—(1) The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

**(e)** except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;

In these circumstances, parents must be made clear on the off-rolling process and fully understand that by choosing not to return to the UK and take up their school place, that the place will become available to offer out to another child. By providing all this information, the parent can make an informed decision to return or not.

We recommend that where schools are planning to off-roll under 8 (1) (e) the following steps are taken:

* Contact the parent/s in writing/email to remind that attendance is mandatory and that absences are not being authorised.
* Invite the parent to provide any evidence in support of them being unable to return to the UK/school.
* Make a home visit to ensure the child is not living there
* Give the parent notice of the date on which the child will be removed from roll and site the reason; that he/she has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
* Inform the parent that by choosing not to return to UK and take up the school place that the school place will become available for another child.
* That should they decide to return to UK, they will need to make an in-year application for a school place and cannot be guaranteed a place at the same school.
* Refer these cases to CME after 10 days of unauthorised absence in preparation from removal from roll after 20 days.
* Advise parents that applications should be made to [Ealing in-Year Admissions](http://www.ealing.gov.uk/inyearadmissions) – see appendix 1.

Here is the [DfE’s list of full deletion categories](https://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made)

Here is [Ealing In-Year Admissions information](http://www.ealing.gov.uk/inyearadmissions)

## Appendix 1 Ealing Council in-year admissions guidance for parents

If your child is in Reception to Year 11 and is out of school or you wish to apply for a transfer to a different school in Ealing you will need to complete an in-year application.

### Making your application:

You can apply for up to 3 schools in the London Borough of Ealing. If your child is out of school, we strongly advise that you apply to at least one school that has vacancies at the time of your application. Vacancies are published online and are updated weekly during term time. To make your application and check the latest vacancies please go to: [www.ealing.gov.uk/inyearadmissions](http://www.ealing.gov.uk/inyearadmissions)

Once you have applied you will receive instant confirmation by email that your application has been received. If this is not received it means that your application has not been completed, you can contact the admissions team for advice if you are having difficulties completing your application online.

### Deadlines:

School places are offered weekly (during term time only). All applications received before 4pm on a Friday will be included in the following week's allocations. You will be sent a letter by email within 10 school days of making an application confirming the outcome. Please be aware that updates cannot be given by the admissions team until after your application has been processed and the outcome confirmed in your letter.

### School offers:

Places are offered strictly in line with the school’s admissions criteria and can only be made where a school has available places. If a place can be offered at one of your preferred schools, you will receive a letter by email to confirm. You will be asked to respond within 10 days to confirm if you are accepting or declining the place. Once accepted the school will contact you to arrange a start date, which is expected to be within 2 school weeks.

### No offer possible:

Where no offer is possible to any of the schools on the application you will be placed on the waiting list and advised of your right of appeal in your outcome letter.

### Children that are out of school:

Where an Ealing resident child is out of school and not eligible for a place at any of the schools on the application, the child will be allocated a place at the nearest Ealing school or Academy with a vacancy within 4 school weeks where possible. You may at any time update your application to include a school that has available places.

If the place is declined and your child remains out of school for 6 school weeks you will again be allocated a place at the nearest Ealing school or Academy with a vacancy. If your child is not admitted to the allocated school and you have not made alternative arrangements for their education the LA will seek to issue a school attendance order to name the allocated school. Failure to comply with a school attendance order is a criminal offense.

## Contact:

In-Year Admissions 0208 825 6339 (Mon to Fri 9am-12pm) [In-yearadmissions@ealing.gov.uk](mailto:In-yearadmissions@ealing.gov.uk)