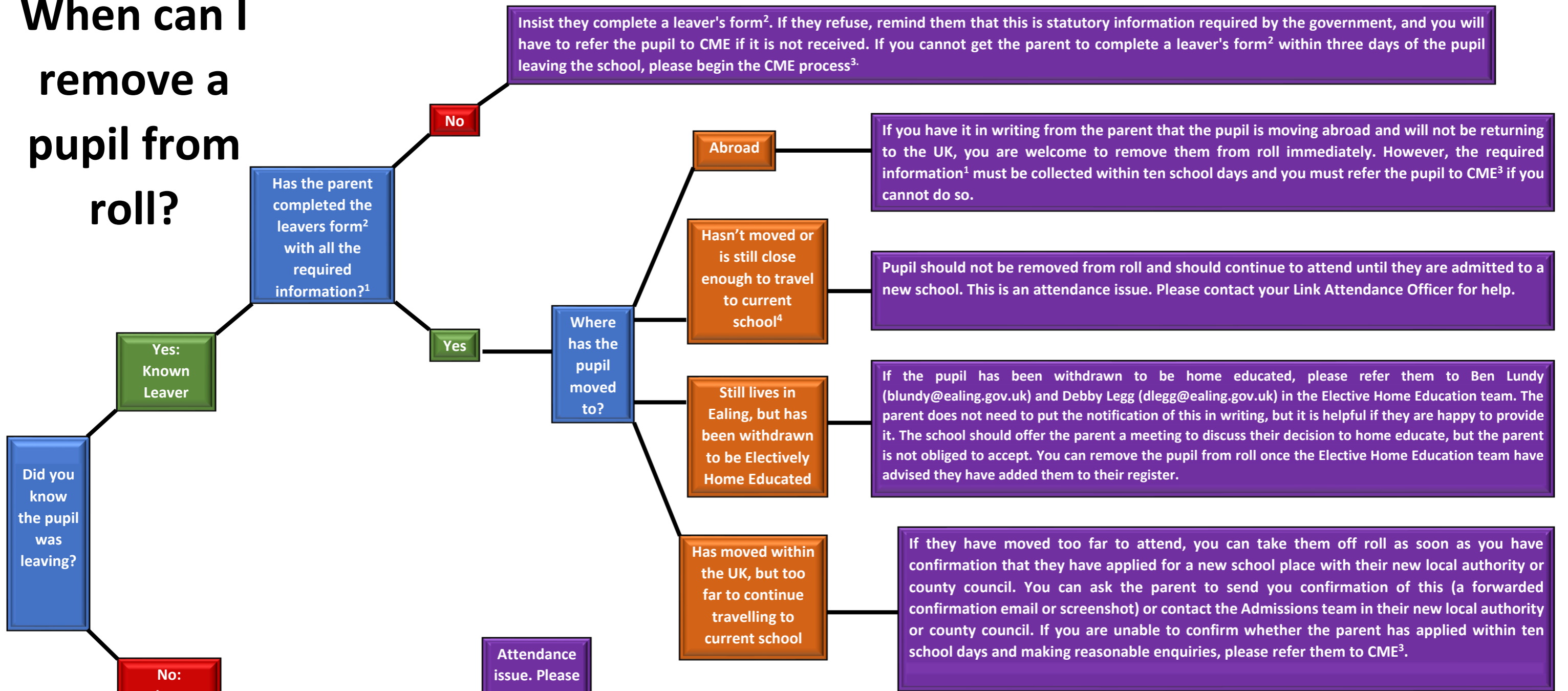


When can I remove a pupil from roll?



Pupils with EHCP's for leavers in mainstream school with EHCP's, schools should also notify the SEN Team as part of their Reasonable Enquiry and when they are about to off roll. Children with EHCP's in special school, cannot be removed from roll without the permission from the SEN team.

All pupils with an EHCP attending a special school who are being withdrawn to be Home Educated, must have the approval of the SEN team.

1) The pupil's new address, the details of their new school and the name and contact details of the parent the child will be living with are a statutory requirement. This information must be sent to the Local Authority for every leaver, via your weekly Leavers and Joiners returns. If the child will not be living with a parent, please ensure you record the details of the adult they will be living with, and check whether this constitutes a Private Fostering arrangement via the link below:
<https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=uDwWv33gjtU>

You should also confirm that the child has been admitted to their new school, and it is best practice to request copies of the travel documents for every child who is leaving the UK to live abroad. If you are unable to obtain the statutory information, or confirmation that the child has been enrolled at their new school, please refer them to CME.

2) A template leaver's form can be found at the link below. If you use your own leaver's form, please make sure it contains the same fields/information.
[Children missing education \(CME\) | Ealing Grid for Learning \(egfl.org.uk\)](https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=uDwWv33gjtU)

3) The Reasonable Enquiry form and an explanation of the CME process can be found under the link below:
[Children missing education \(CME\) | Ealing Grid for Learning \(egfl.org.uk\)](https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=uDwWv33gjtU)

4) The DfE states this is a maximum travelling time of 75 minutes. In Ealing we suggest a 30-minute travel time for primary school pupils and a 60-minute travel time for high school pupils. However, each case should be considered individually depending on the family circumstances and difficulty of the journey.