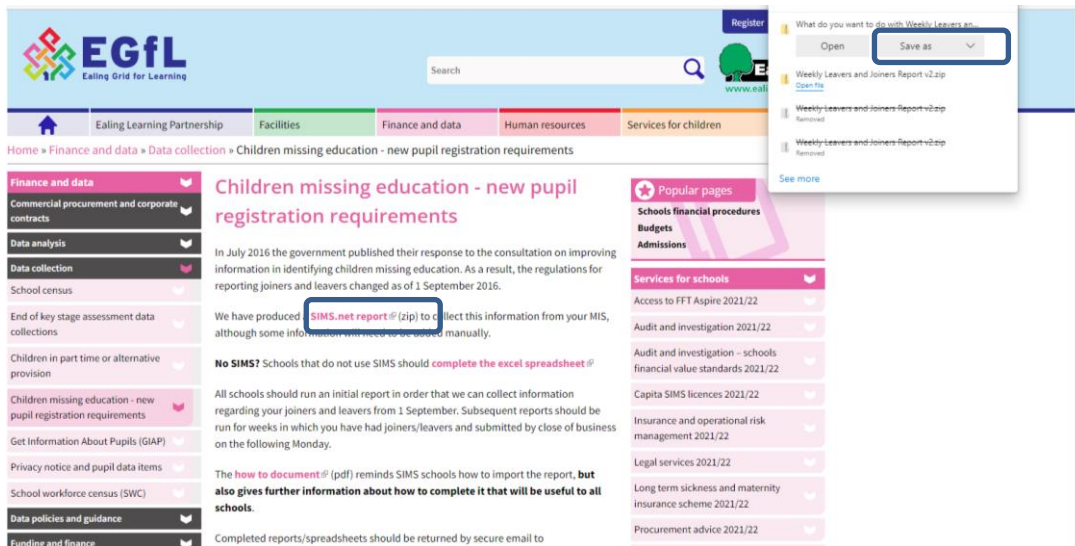


How to import and run the weekly leavers/joiners report

If you have already imported this report, please go directly to page 4 for an update on how to complete it and send in your returns.

Importing the report:

Go to [Children missing education - new pupil registration requirements | Ealing Grid for Learning \(egfl.org.uk\)](https://www.egfl.org.uk/children-missing-education-new-pupil-registration-requirements) and click on the SIMS.net report link.

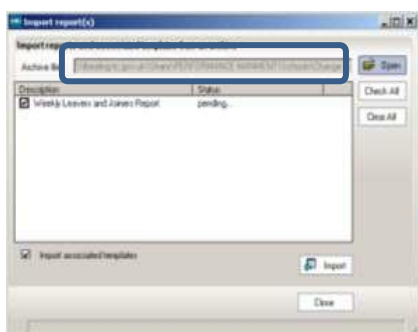


When the pop up appears, click on Save as and save it somewhere on your computer where you can easily find it again. It has no pupil data in it right now, so the **Desktop** is OK.

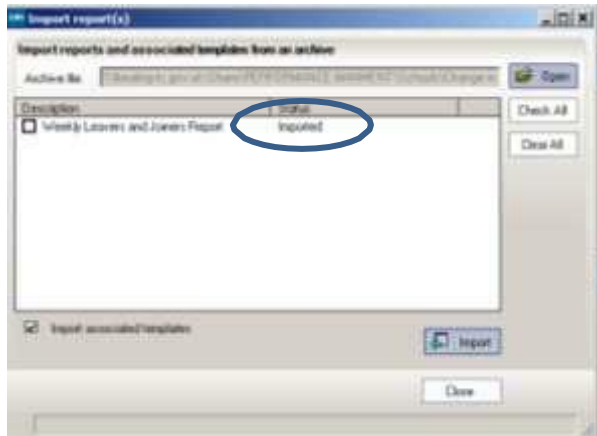
In SIMS, follow the route **Reports | Import** and click the **Open** button.



Browse to where you have saved the report definition, highlight it, and click the **Open** button, so that the name of the file is transferred into the **Archive file** field on the **Import report(s)** dialog.

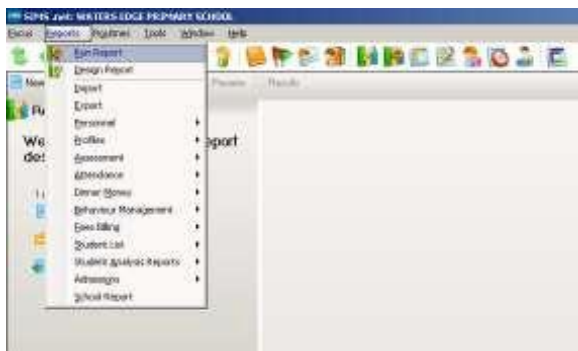


Make sure the **Import associated templates** box is ticked and click the **Import** button. After a moment, the status of the report will change to **Imported**.

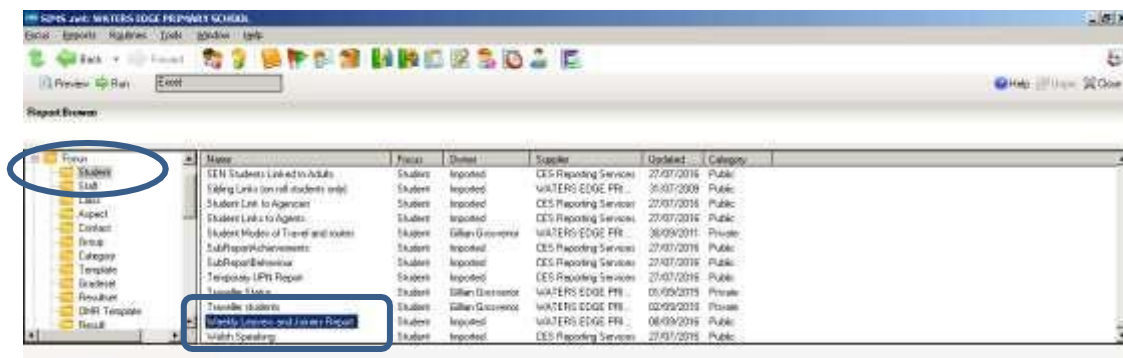


You only need to run and return the Weekly Leavers and Joiners report to the LA if you have had Leavers/Joiners to your school since the previous Monday.

To do so follow the route **Reports | Run Report**.



You will need to expand the folders list to locate Student Reports, and then scroll down to find **Weekly Leavers and Joiners Report**



Highlight the name of the report and click **Run** or alternatively, double click on the name of it.

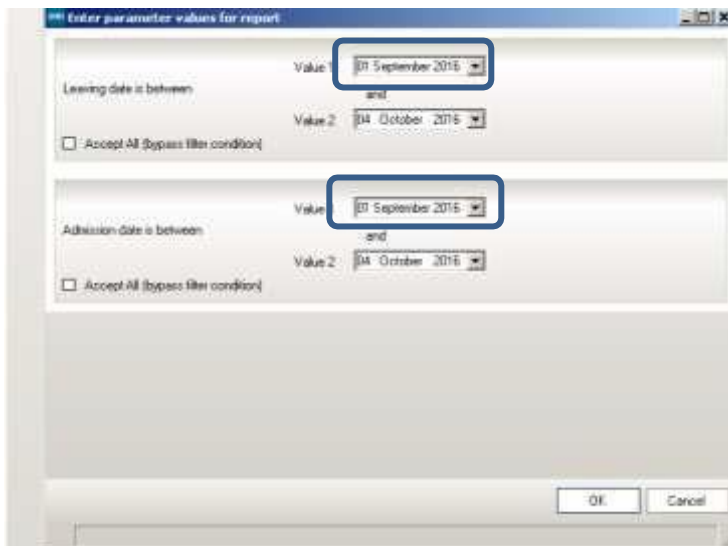
If you have not completed a return this year, the first time you run the report, Value 1 should be the first day of this academic year, and Value 2 should be today's date.

Subsequently, when you run the report, Value 1 should be the previous Monday's date, and Value 2 the date on which you are running the report (also expected to be Monday).

Please only run the report for the prior week, unless you are running it for the first time. The report should only show leavers or joiners who have left or joined in the preceding week; it should not be cumulative.

Once you have set the dates, click **OK**.

After a pause, the report will appear on the screen in Excel.



Completing the report and sending the return:

Please put your School Name in the first column of the report, against every row that has an entry in it, so that when we collate the report, we will know which school the pupil has come from.

Excel tip - if you hover your mouse over the bottom right corner of the cell you have just filled in until you see a + and hold down the right mouse button and drag down, the name will be copied into the other cells in the column.

School Name	URN	Surname	Forename	DOB	Year	Parental address	Address	Primary Telephone	DOB	Leaver
Water's Edge Primary	W0200109033	Jurzon	Chris	01 September 2005	Year 6	Mr and Mrs J Jurzon	1 Dy Road MK16 Cambridge CB24 6DD		08 September 2016	Seaside
Water's Edge Primary	W02233916663	Albtra	Shequb	17 December 2003	Year N1	Mr and Mrs P Albtra	7148 Rise Kingsford Bedford MK42 7DU			
	W029916001	Adams	Sadie	28 March 2013	Year N2	Ms C Adams	27F Blunham Road Milton Keynes	01432 200001		

Don't forget to add any data that needs to be updated or inputted manually:

- ❖ DFE reason for off-rolling
- ❖ Pupil's current address
- ❖ Pupil's new address (if relevant)
- ❖ Leaver's destination school
- ❖ Contact details of parent child will be living with

Year	Parental address	Address/Road	Primary Telephone	DOB	Leaver Destination	DFE reason for off-rolling	Pupil New Home Address
Year 6	Mrs and Mrs J. Aaron	1 City Road Milton Cambridge CB146DD		08 September 2010	Seaside Academy, Clacton	Registered at another school	1 High Street, Clacton
Year 6/5	Mrs and Mrs P. Adams	7 Hill Rise Kingspitten Bedford MK42 8JL					

Please be reminded that this information is required for all leavers, whether they have moved within the UK or have left the country. If you are unable to provide any of this information in your report, please make sure you have referred the pupil to cme@ealing.gov.uk. Information on making a referral to the CME Officer can be found here: [Children missing education \(CME\) | Ealing Grid for Learning \(egfl.org.uk\)](https://www.ealing.gov.uk/children-missing-education-cme)

These are the DFE reasons for deletions from Admission Register:

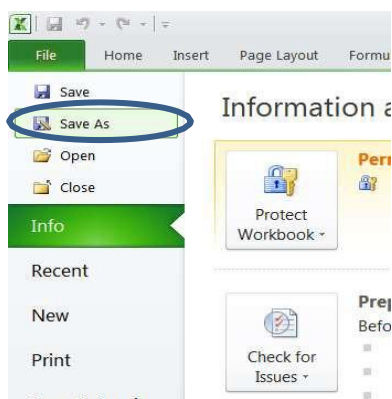
Short List of Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

PLEASE SEE ANNEXE 1 ON PAGE 7 FOR THE FULL LIST

	Reason	SIMS or Manual Entry
1	8(1)(a) - Attendance order revoked	SIMS – Other Reason
2	8(1)(b) - Moved School	SIMS - In Year Transfer
3	8(1)(c) - Managed Move transfer (dual roll transfer).	SIMS – In Year Transfer
4	8(1)(d) - Elective Home Education.	SIMS – Elective Home Education
5	8(1)(e) - Distance	Manual Entry on Spreadsheet
6	8(1)(f) - Didn't return from leave	SIMS - Missing Pupil or Left Country
7	8(1)(g) - Certified Medically Unfit	Manual Entry on Spreadsheet

8	8(1)(h) - Continuous absence	SIMS – Missing Pupil or Left Country or Unknown
9	8(1)(i) - Detained At her majesty's request	Manual Entry on Spreadsheet
10	8(1)(j) - Deceased	SIMS - Deceased
11	8(1)(k) - Year 11 leaver	SIMS – End of Phase Transferto 6 th Form
12	8(1)(l) - Ceased to be a pupil of Independent School	Manual Entry on Spreadsheet
13	8(1)(m) - Permanent Exclusion	SIMS – Permanent Exclusion
14	8(1)(n) - Nursery Non transfer	Manual Entry on Spreadsheet
15	8(1)(o) - Boarder	Manual Entry on Spreadsheet

With your Excel spreadsheet on the screen, click on **Save As**. Choose somewhere **secure**, as the report now has pupil data in.



Please send your report to cme@ealing.gov.uk via secure email. We ask that you send in your returns by the end of the day each Monday if you have had a leavers or joiners in the preceding week.

Annexe 1

	Long List of Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(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.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — <ul style="list-style-type: none"> b) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; c) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and i) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8	<p>8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>i) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	<p>8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.</p>
10	<p>8(1)(j) - that the pupil has died.</p>
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	<p>8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.</p>
13	<p>8(1)(m) - that he has been permanently excluded from the school.</p>
14	<p>8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.</p>
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>