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## REMOVAL FROM ROLL FORM

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in **Regulation 8** of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil’s name from their admission roll they must notify the Local Authority.

This responsibility applies to all Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support Centres and Independent Schools*. Please use this form in conjunction with the Regulations.* **If the pupil has left the school and there concerns about the pupil’s welfare for example the pupil is considered to be at risk of Child Sexual Exploitation or radicalisation school must contact the EHAAT@togetherforchildren.org.uk**

**Please provide the following information**

|  |  |
| --- | --- |
| **Name of School/Academy Removing Pupil** |  |

|  |  |
| --- | --- |
| **Name of Pupil** |  |

|  |  |
| --- | --- |
| **DOB:** | **Year Group:** |

|  |  |
| --- | --- |
| **Name of parent with whom pupil normally resides** |  |

|  |  |
| --- | --- |
| **Address (or new address if pupil has moved)** |  |

|  |  |
| --- | --- |
| **Tel No:** | **Email Address:** |

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**UPN: DfE number:**

**Date pupil removed from roll: ……………………...**

Is the pupil looked after by Sunderland? **Yes / No**

Does the pupil have a statement or Education Health Care Plan? **Yes / No**

|  |  |
| --- | --- |
| **Name of New School** |  |

|  |  |
| --- | --- |
| **Address of new school if outside of Sunderland** |  |

**Confirmed Pupil Start Date: …………………………..**

**REASON FOR REMOVING PUPIL FROM THE ADMISSION ROLL**

**in accordance with regulation 8** of the Education (Pupil Registration) Regulations 2006**:**

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| --- | --- | --- |
| **8a** | **A new school is named on a School Attendance Order, or the Order is revoked by the local education authority.**  **If not attending a new school:** Reason School Attendance Order was revoked:  **………………………………………………………………………………** |  |
| **8b** | **Pupil is registered at another school** |  |
| **8c** | **Pupil is registered at more than one school**  (and the proprietor of the other school has consented to the deletion) |  |
| **8d** | **Elective Home Education**  *A pupil may only be removed from the school roll if written notification has been*  *received from the parent confirming their intention to educate the child otherwise than at school' A copy of the Parents letter must be sent to* [*EHE@sunderland.gov.uk*](file:///\\oxc-sr-004.oxclose.internal\departments\Data\TC%20-%20Reports%20etc\17%20-%2018\Removals\EHE@sunderland.gov.uk) |  |
| **8e** | **Pupil has moved, ceased to attend and the new address is not within a**  **reasonable distance of the school or academy –** EHAAT *has agreed the deletion.* |  |
| **8f** | **Pupil has failed to return from an agreed leave of absence for exceptional circumstances. *EHAAT has agreed the deletion.***  *Pupil’s name may only be removed if they are not prevented from attending because of sickness or reasonable cause* ***and*** *joint enquiries by the school/academy and EHAAT have failed to ascertain the pupil’s whereabouts.* |  |
| **8g** | **Pupil is certified as medically unfit and is likely to remain so beyond**  **compulsory school age.**  *Please attach a copy of certificate issued by the Medical Officer to confirm that the Medical Officer and the Parent have agreed to the removal from roll.* |  |
| **8h** | **Pupil has been continuously absent for not less than twenty school days and EHAAT *has agreed the deletion.*  The relevant required CME documentation has been completed and submitted.**  *The pupil must have been continuously absent (unauthorised) for not less than 20 school days**and is not prevented from attending due to sickness or reasonable cause* ***and*** *joint enquiries by the school/academy* ***and*** *EHAAT have failed to ascertain the pupil’s whereabouts.* |  |
| **8i** | **Pupil is in Custody**  Please confirm that the pupil is serving a custodial sentence of four months or longer **Yes / No** |  |
| **8j** | **Pupil has died** |  |
| **8k** | **Pupil will cease to be of compulsory school age before the school next meets.** |  |
| **8l** | **The relevant person has indicated that the pupil will cease to attend the school or the pupil does not meet the academic entry requirements for the school’s sixth form.** |  |
| **8m** | **Pupil has been permanently excluded (and any appeal process is complete).** |  |

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| --- | --- | --- |
| **8n** | **Pupil completing nursery education is not transferring to reception or a higher class at the school.** |  |
| **8o** | **Pupil is a boarder and fees remain outstanding at the end of the school term to which they apply.** |  |

**Please Note: Whenever a pupil leaves a school a Common Transfer File (CTF) MUST accompany him or her. Further information on the transfer of a CTF can be found on** [**www.teachernet.gov.uk**](http://www.teachernet.gov.uk) **and** [**www.education.gov.uk**](http://www.education.gov.uk)

**Date CTF sent to new school or lost pupil database: …………………..**

**Name of person completing this removal from roll form (please print):**

**………………………………………………………………………………………**

Contact telephone number: **……………………………………………………..**

Date form completed**: ……………………………………………………………**

**Please return the complete form to: EHAAT@togetherforchildren.org.uk**