

**Removal from Roll Notification Form**



From 1st September 2016 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 requires that all schools (including independent schools) inform their Local Authority whenever a compulsory age pupil leaves a school at non standard transition times before completing the school's final year, no later than the time they are deleted from the register.

Please send the form via Secure Mail Transfer (Anycomms) using the file type “Removal From Roll Notification”



Alternatively, you can email the form to: removalfromroll@buckinghamshire.gov.uk

Please ensure that you password protect / encrypt any emails containing pupil data

Please refer to the *Removing Pupils from Roll: Guidance for Schools* document for further information - available on Schools Web and the Buckinghamshire Council CME webpages ([www.buckscc.gov.uk/services/education/education-support/children-missing-education/](http://www.buckscc.gov.uk/services/education/education-support/children-missing-education/))

**Pupil/ School Details** (please complete all fields)

|  |  |
| --- | --- |
| School / Academy name |  |
| DfE Number |  |
| MIS System used by the school eg SIMS, Arbor etc |  |
| Pupil legal first name |  |
| Pupil legal surname |  |
| UPN (if applicable) |  |
| Date of Birth |  |
| Year Group |  |
| SEN code (please inform the relevant SEN Officer if the pupil has an EHCP) |  |
| Has the child previously been reported as CME? |  |
| Is the child previously / currently known to Children’s Social Care? |   |

**Pupil Residency**

You must confirm the pupil’s new address and the details of all parents/carers who will reside at the same address as the child.

|  |  |
| --- | --- |
| New address:Is the pupil moving house/have they already moved? | Yes / NoIf yes, ***you must also update the address details on the MIS record prior to removal from roll.*** Date of address update: |
| *Please provide address details:**This information* ***must*** *be provided or the form will be returned*. *If you have* ***confirmed*** *that the address is not changing, please enter the current address details here.* |  |
| Parent / Carer's legal first name |  |
| Parent / Carer's legal surname |  |
| Telephone number(s) |  |
| Email address |  |
| 2nd Parent / Carer's legal first name |  |
| 2nd Parent / Carer's legal surname |  |
| Telephone number(s) |  |
| Email address |  |



**Transfer Details**

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A child can only be removed from school roll if regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 has been met. It is illegal to remove a child from roll unless one of these circumstances apply.



Not complying with these legal requirements might constitute a failure to take reasonable actions to protect a child.

|  |  |
| --- | --- |
| Date taken off Roll  | Please note, the pupil’s leaving date must reflect the actual date of removal from roll, it is considered unlawful to backdate a leaving date. Date:  |
| Reason for removal(please choose only one reason)Please refer to “Removing Pupils from School Roll – Guidance for Schools” | 8(1)a: School Attendance Order has changed8(1)b: Pupil registered at another school 8(1)c: Dual registration has ended - informed by main school8(1)d: Receiving education otherwise than at school eg Elective Home Education \*8(1)e: No longer ordinarily resident at a place which is a reasonable distance from the school \*\*8(1)f & h: CME informed to remove 8(1)g: Pupil certified as not medically fit for school 8(1)i: Custodial sentence over 4 months8(1)j: Pupil has died8(1)k: Pupil is no longer compulsory school age8(1)l: Pupil has ceased to attend an independent school8(1)m: Pupil has been permanently excluded8(1)n: Pupil has not moved up from nurseryPlease note:\* If the pupil is removed from roll to be home educated, please complete an EHE1 form (available on SchoolsWeb or by emailing home\_ed@buckinghamshire.gov.uk)\*\* If the pupil is removed from roll due to moving away (but has not yet started at a new school), please confirm the move with the new LA before removing, or refer the pupil to CME for follow up (please use the online CME referral form - on SchoolsWeb or the Buckinghamshire Council CME webpages [Children missing education | Buckinghamshire Council (buckscc.gov.uk)](https://www.buckscc.gov.uk/services/education/education-support/children-missing-education/)  |
| New school name |  |
| New school postcode |  |
| Start date |  |
| Have you confirmed that the child has started at the new school? |  |
| Has pupil's CTF been placed on the DfE’s s2s website?(please delete as appropriate)  | Yes - For new school to collectYes - Code MMMMMMM (out of maintained system)Yes - Code XXXXXXX (lost pupil database)No |
| Please give any further details if relevant |  |

This form has been completed by:

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Email address |  |
| Phone number |  |