



Attendance and Punctuality Policy

Version 23/24-1.0

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1. Context

All schools have a responsibility to pro-actively manage and improve attendance across their school community. Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as **everyone's responsibility** in school. The barriers to accessing education are wide and complex, both within and beyond the school gates and are often specific to individual pupils and their families.

We are committed to maximising achievement and for pupils to achieve their potential it is vital they maintain excellent attendance and punctuality. We know however, that some pupils find it harder to attend school and therefore the responsibility of improving attendance, the collaborative working between schools, parents and other partners is essential (see Appendix 1)

Excellent attendance is essential for pupils to get the most out of their experiences, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9-4 in English and Maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9-4 was over twice as high as those achieving grade 9-5 (8.8% compared to 3.7%)*

What you can expect from Malet Lambert

- Develop and maintain a whole school culture that promotes the benefits of high attendance
- Have a clear school attendance policy which all staff, pupils and parents understand
- Have a clear vision of attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents
- Accurately complete the admission, attendance registers and have effective day to day processes in place to follow up absence
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place
- Build strong relationships with families, listen to and understand barriers to attendance and work with the families to remove them
- Recognise that attendance is never solved and is a continuous process by regularly reviewing and updating messages, processes, and strategies
- Conduct home visits on first day absences and third day absence visits for all pupils respectively
- To update parents on their child's attendance at least twice a year, in the context of time missed from school
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe

What Malet Lambert expects from pupils

- To attend school daily
- To arrive on time and be at their registration room before 8.40am.
- To be punctual to all lessons
- To attend all lessons once on site
- To ensure all messages are passed on from parents/carers to the attendance office

The law on attendance and parent's legal responsibility

The law entitles every child of compulsory school age to an efficient full time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

- To ensure that their child attends daily, is punctual, dressed in full school uniform and is equipped to learn
- To avoid keeping their child absent from school other than for illness or an authorised explanation
- To ensure holidays are not taken during term time, in exceptional circumstances ensure that a leave of absence is completed
- To avoid making medical appointments during school hours
- To inform the attendance office if their child is unable to attend (by 8.30am where possible), including the reason for absence and when their child will return
- If no indication of the return date, they should contact the school on a daily basis
- Provide reason for lateness if a pupil arrives after the registers close at 9.05am
- Provide medical evidence if absence is five days or more, or one day or more if their child's attendance has fallen below 92% and is at risk of becoming a persistent absentee. Medical evidence can be appointment texts/ emails/ prescriptions
- Evidence must be provided within five schools days, absence will be recorded as unauthorized after five school days – we are not able to retrospectively change marks after 5 days

2. Attendance Team

Attendance is the responsibility of every individual and it cannot be solely that of one persons. Within the school, all staff are responsible for attendance, however, we have a dedicated team to work with our pupils, staff and families to maintain high attendance

Assistant Headteacher keri.pearson@maletlambert.hull.sch.uk
Attendance Officer dawn.mackinder@maletlambert.hull.sch.uk
Attendance / Reception stacey.wardale@maletlambert.hull.sch.uk
Education Welfare Officer nikki.buchanan@maletlambert.hull.sch.uk
Home and School Liasion Officer Matthew.broadley@maletlambert.hull.sch.uk

3. Roles and Responsibilities

Class Teacher

Must complete the register accurately by calling out the names of the pupil and save within the first five minutes of the lesson. A class teacher must only use the codes

/ - present

L late (including a comment of how many minutes late)

N (absent)

The reason for absence will be coded by the attendance team. If a member of staff is unable to take the register, for reasons such as an ICT issue, a paper register must be taken at the beginning of the lesson and taken to the attendance office.

For lessons and activities outside the normal timetabled day

This also includes for all **period 6 lessons**, if taking pupils out on an **Educational Visit**, registers must be taken prior to departure and **SIMS activities** completed for all after school events.

Lesson registration is a vital element in tracking post registration truancy and records will be used by the EWO in communications with parents and as evidence in legal proceedings. When marking a register and discrepancies in attendance need reporting to the Attendance Officers –

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Form Tutor

Registering pupils correctly is in an integral part of safeguarding.

Must complete the register accurately by calling out the names of the pupil and save within the first five minutes of the lesson (remembering that the register is a legal document). A class teacher must only use the codes

/ - present

L - late (including a comment of how many minutes late)

N - absent

The reason for absence will be coded by the attendance team. If a member of staff is unable to take the register, for reasons such as an ICT issue, a paper register must be taken at the beginning of the lesson and taken to the attendance office.

On a weekly basis, display the attendance tracker and ensure tutees complete each week, have “check in” conversations with the pupils who have red arrows after an absence the previous week.

Act as an initial point of contact between home and school, for when any barriers arise that may impact on a pupil’s attendance.

Deputy Head of House / Head of House

- Monitor their tutor and tutees use of their planners to record their weekly attendance patterns and % in their planners
- Collect feedback from their tutors regarding any attendance concerns or patterns of absence
- Attend weekly accountability meetings to discuss the previous weeks absence
- Attend inclusion meeting where relevant
- Point of reference for parents after the form tutor for any barriers to attendance
- Reasons for non- attendance are investigated with parents/ pupils/ EWO and where there are concerns appropriate actions taken
- If a pupil has been absent for a long period of time and it is authorised by the AHT, work will be organised for the pupil to be completed at home
- If a pupil's absence is supported by a specialist medical team, hospital consultant – the house team will liaise with the Home Tuition Service
- If a pupil is returning after a long period of absence, a phased return to classroom lessons may be considered and the House team will work the LSC team on planning this
- Attend attendance meetings with parents and EWO where appropriate

Attendance Officers

- Ensure registers are completed and inform the AHT at appropriate stages (where there are persistent concerns)
- Clearing and entering absence notes/ emails/ texts/ phone calls re absence and ensuring correct code compliance
- Collating leave of absence and holiday forms for AHT and Head of School
- Making necessary amendments to SIMS
- Will enter all other codes that staff cannot
- Provide daily and weekly attendance updates to staff via the daily attendance data to the pastoral team and the updating of the tracker for the form tutors
- Liaise with the EWO to identify the first day calling
- Liaise with the CP co-ordinator to maintain an up to date list of the vulnerable pupils
- Provide data for the governing body and trust – KPIs/LA and DfE returns
- Update parents(half termly) on punctuality data
- Provide 100% attendance certificates half termly and award plus points for 100% weekly attendance

Education Welfare Officer

- Monitor the attendance levels of all pupils
- Attend the accountability meetings on a regular basis with the AHT to identify patterns of absence – two weeks and three+ weeks of declining attendance regardless of % attendance
- Attend the inclusion meetings to discuss pupils below the 90% and 50% threshold
- Reporting of persistent absentee and pupil premium attendance data
- Feeding back to staff as appropriate
- Liaising with parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to parents/carers and pupils

- Make home visits – announced or unannounced, pupils with a social worker will receive a visit on first day absence if no reason for absence is given, all other pupils will receive a visit within 3 days for absence with no reason
- Informing parents/carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- Adopt a multi-agency working practice to support families with attendance
- Attend CP conferences/ core group meetings under the direction of Social Care or SLT
- Support with Year 11 examinations

The Education Welfare Officer will use a wide range of strategies to monitor and improve attendance of all pupils, for example:

1. Attendance Action plans
2. Parenting contracts
3. Penalties
4. Fast track procedures
5. Prosecution
6. Education Supervision Order

4. First Day Absence

On the first day of absence, contact should be made by the parent/ carer. If no contact is made the school will

- text/ email with a request to provide a reason for absence
- following no response to a text/ email a call will be made to the parent/ carer to establish a reason
- an unannounced home visit may then be conducted and will be conducted prior to the 4th day of unexplained absence

5. Authorised Absence

Authorised absence is where the school has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents or carers may not authorise absence; only the school can do this.

Parents/ carers should contact the school attendance office (by telephone, text or email) on the morning of absence prior to 8.30am, giving a reason for absence and an expected date of return.

Below is a list of reasons where absence may be authorised (please note the authorised absence codes below as in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations 2006- still count as absence and therefore will reflect in their overall attendance %):

- M – A medical/ dental appointment/ CAHMS/MIND appointments (please send in proof of appointment)
- C – A family bereavement/ funeral/ moving house (one day) / pupil is pregnant or on a PT timetable
- R – A religious observance

- I – Illness –where the school has a genuine and reasonable doubt about the illness will medical evidence be requested to support the absence (e.g. persistent absenteeism)
- E – suspension or permanent exclusion
- H – Leave of absence for the purpose of a family holiday granted by the school

The following authorised absence codes may be given (please note the following codes do not impact on a pupil's attendance):

- J – Interview at college or prospective apprenticeship employer
- P – Participating in an approved sporting activity supervised by a person authorised by the school
- V – Educational visit or trip, must be organised and supervised by the school
- W – Organised school work experience

6. **Unauthorised absence**

An application for leave of absence will not be granted unless it is made by the parent the pupil normally lives with and the Head of School is satisfied that there are exceptional circumstances on the individual facts and circumstances of the case which justify the leave. It is entirely at the heads discretion.

- G – Holiday not granted by the school or in excess of the period determined by the school

All unexplained absences will be initially recorded as a N, if a reason for absence cannot be established after five working days, the school will amend the register to code O.

- N – unexplained and unexpected absence
- O – No reason for absence or the school is not satisfied with the reason given

Where a child has arrived after the register has closed – 9.05am for the morning register and 1.35pm for the afternoon register and the school is not satisfied with the reason for lateness it is an unauthorised absence and will be marked with a code U.

- U – arrived after the register closed without valid explanation from the parent

7. **Persistent and severe absence (including the use of data to target support)**

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), the school and the local authority will work together to put in additional targeted support to remove barriers to attendance and reengage these pupils.

Particular focus will be given by the school and its partners to pupils who are absent from school more than they are present (below 50% attendance). A concerted effort will be actioned from all working parties including the local authority, children's social care and health partners to ensure this group are the top priority for support.

If all avenues of support have been facilitated by the school and other partners, but severe absence continues for unauthorised reasons, it is likely to constitute neglect and the school with others will make the relevant referrals to children's social care.

As a school we identify patterns of both persistent and severe absence a focus of regular monitoring and identify pupils who need targeted attendance support as quickly as possible. We do this through a comprehensive tracking system that records every pupils attendance weekly and the trend of their attendance.

Persistent absenteeism is a serious problem for pupils, leaving them at a considerable disadvantage. As a school we will take preventative action and monitor pupils and the EWO/ House Teams/AHT will support pupils prior to dropping below this threshold. Where appropriate Attendance Action Plans will be initiated in consultation with relevant parties, for example, parents and external agencies.

8. Attendance legal intervention

As absence is so often a symptom of wider issues a family is facing, the school, trust and local authority should always work together with local partners to understand the barriers to education and support. The law protects pupil's right to an education and provides a range of legal interventions to formalise attendance improvement efforts and where all other avenues have been exhausted, enforce it through prosecuting parents. Each case will be considered on a case by case basis.

We advise that parents/carers do not plan for their child to be absent without contacting the school first to obtain prior approval. Absence cannot be retrospectively authorised for holidays and a penalty notice may be issued for any unauthorised leave of absence due to holidays.

If a parent believes at any stage that their child's absence from school may leave them liable for prosecution or a penalty notice, it is important for the parent/ carer to take action without delay to secure their regular attendance. Support and guidance on attendance is always available and if parents/ carers have any questions about this, or need any help to achieve an improvement, they are encouraged to contact the school to discuss any issues.

Penalty notices may be issued as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post directly to the home of the parent after a warning, or in the cases of without acceptable cause, warnings may not be given. This may include pupils caught on a truancy sweep, excessive or unauthorised family holidays and persistent late arrival after the close of registers.

If a parent/carers term time holiday request is declined, and they still take their child out of school, each parent within the household may be issued with a £60 penalty notice for each child they have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid the parent will be summoned to appear before Magistrates to explain why their child has unauthorised absences and may be liable for a fine of up to £1000.

9. Incentivising good attendance

Attendance is linked to our rewards system and pupils can receive plus points per lesson they are in, therefore good attendance leads to a higher accumulation of points.

Pupils are also recognised with certificates each term for their good attendance.

We take an individualised approach to rewarding improved attendance amongst pupils, through communication with families, certificates and postcards.

10. School Leavers

Year 11s will have their official leaving date in half term 6. Year 11s are expected to register and attend school during the examination period to access subject specialist support. Revision support is provided within school during the examination period. Attendance forms part of our rewards criteria throughout the school and for Year 11 it forms part of the eligibility criteria. As outlined at the beginning of their academic year, Year 11s will be informed of the attendance and punctuality threshold. We are aware of exceptional circumstances and will take these into account when making final decisions.

Appendix 1 – Working together to improve attendance

<p style="text-align: center;">EXPECT</p> <p>Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.</p>
<p style="text-align: center;">MONITOR</p> <p>Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.</p>
<p style="text-align: center;">LISTEN AND UNDERSTAND</p> <p>When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.</p>
<p style="text-align: center;">FACILTATE SUPPORT</p> <p>Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help referral where absence is a symptom of wider family issues.</p>
<p style="text-align: center;">FORMALISE SUPPORT</p> <p>Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract.</p>
<p style="text-align: center;">ENFORCE</p> <p>Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupils right to an education.</p>

Appendix 2 – Removing Pupils from Roll

This document is written with clear regard to Ofsted’s own definition of Off Rolling (paragraph 290 of the School Inspection Handbook)

“The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil. Off-rolling in these circumstances is a form of ‘gaming’.”

The policy also has clear regard for the school’s statutory obligations to correctly register pupils to ensure that their educational provision and relevant safeguarding is the priority.

“Schools must notify the local authority when a pupil’s name is to be removed from the admission register at a non-standard transition point under any of the...grounds set out in the regulations ..., as soon as the ground for removal is met and no later than the time at which the pupil’s name is removed from the register.” - DfE - Children Missing Education Statutory Guidance (pages 9-10)

Schools who do not notify the Local Authority of children being removed from their roll as per the guidance above may potentially place children at risk of significant harm by failing to ensure that children no longer receiving an education receive appropriate support.

Reasons for Removing Pupils from Roll and Notification to the Local Authority

In accordance with regulation 12(6) of the Education (Pupil Registration) (England) Regulations 2006 as amended, a school must notify the local authority when a pupil’s name is to be deleted from the admission register under any of the reasons set out in regulation 8, as soon as the pupil’s name is to be deleted. This does not apply where the pupil’s name is deleted after they have completed the school’s final year (for example, pupils who leave primary school at the end of Year 6, unless the local authority requests such information.

School attendance order

If the pupil has a school attendance order a school can only remove the pupil from the roll if the school attendance order is revoked or the school named in the order is changed.

What the school will do:

Ensure that it is always aware of pupils with School Attendance Orders and liaise with the LA

Pupil transfers to an alternative school

The pupil is now registered at another school. The only time a Removal from Roll form is not required is if the pupil is transferring to a new school at a normal intake phase transfer (i.e. nursery to reception, infant to junior, junior to secondary).

What the school will do:

For pupils who spend time at another setting other than a mainstream secondary school, Malet Lambert will always keep them as dual registered for the duration of their 11-16 secondary education phase; the school will never remove them from roll. The pupil's main registration status will be with Malet Lambert and the subsidiary registration will be with the other setting.

The pupil is on dual roll and ceases to attend one of these schools

A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school is in agreement.

What the school will do :

Ensure that all relevant communication takes place between the different settings.

Pupil has been withdrawn from the roll by parents/carers and will be educated otherwise than at school

Under section 7 of the Education Act 1996, www.opsi.gov.uk/legislation, parents have the right to educate their children outside the school system. Where this happens, the child's name will not appear on a school roll. The local authority where the pupil lives has a responsibility for providing the appropriate help and support to parents in their efforts to educate their child. They are not currently expected to provide financial support to home educators but must ensure that the pupil is receiving a suitable, efficient full-time education. This monitoring role is currently undertaken by the by the Elective Home Education (EHE)

What the school will do:

- Explain to parents that the school believes it to be in the best of interest of children to be educated in school
- The school would request written notification of their request to educate their child elsewhere
- Headteacher to write to parent to acknowledge request and to invite them in for a meeting with a view to supporting their child continuing their education at the school
- If the parent still wished to educate their child elsewhere then a visit from the school's EWO will be made to the child's home as part of our safeguarding procedures
- Safeguarding team will call the family to establish any safeguarding issues around the education of their child elsewhere
- Safeguarding team will notify the child's social worker if they have one
- The SENDco team will notify the LA SEND team if the pupils has an EHCP
- An exit form is completed and sent to the LA within five days of receiving the notification from parents; this ensure that all relevant checks and protocols have been undertaken
- The Headteacher completes and signs off on a "Removal from roll" form a copy of which is retained by the school

Pupil is known to have moved home address but the new school placement is unknown

If a pupil is relocating, but does not have a new school place or where the house move is relatively local, and the distance from their new address to school is not unreasonable, the pupil should remain at the school until new provision has been secured. If the distance is unreasonable and the pupil is removed from roll, at any point the school becomes aware

of the pupil's new school this information should be passed to the CME & Pupil Tracking Team immediately to avoid unnecessary enquiries.

What the school will do:

- Ask parents to make the school aware of the school to which they are transferring
- Report the pupils to the LA using all relevant "CME" procedures and protocols

Pupil has failed to return from previously authorised extended leave

Schools can only remove pupils who fail to return from extended leave after an additional 10 school days following the agreed date for return. However, the school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness. If the school is unable to contact the parents or has any concerns about the pupil and his/her welfare, they should make an immediate referral to Social Services.

What the school will do:

- Consult with the LA on a case by case basis
- Make all reasonable attempts to locate the pupil and to keep them on roll

A pupil is medically unfit and will remain so until after his/her official leaving date

The school can only remove a pupil from the school roll on medical grounds if there is substantial medical evidence to indicate that the pupil is too ill to attend school AND is unlikely to be well enough to return to school before completing his/her compulsory education. This must be undertaken in consultation with the school, the parents, the CME Team and the new education provider. These removals are not mandatory.

What the school will do:

- Ensure that relevant medical information is robust and comes from a recognised organisation such as the NHS
- Work with all relevant parties to ensure that the child can stay on roll and be supported with their education with removing from roll being the absolute last resort
- Document all relevant information within the school's CPOMS systems

Pupil's whereabouts are unknown

Schools are allowed to remove a pupil from the school roll where BOTH of the following conditions are met:

- the pupil has been absent from school for 20 continuous school days or more without explanation AND
- the school has made all reasonable enquiries, as to their whereabouts and the CME Team confirms that they cannot locate the child
- Under no circumstances will the school remove a pupil from the school roll without securing confirmation of the pupil's whereabouts or the pupil's new education provision. The school will make all reasonable checks before referring them to the CME Team. The schools will also apply the Children Missing Education Policy for

further advice and guidance. During the first 10 days of absence, school will make all reasonable attempts to locate the child and facilitate his/her safe return to school.

What the school will do:

- As agreed with the LA, the school will submit a CME form within 10 school days of the absence but we will *not* remove from roll at that point
- School's Reasonable Enquiries to find the pupil can include:
 - Refer to the Police or Social Services if there are safeguarding concerns or child is on a CP plan
 - Checking with all members of staff who the child/young person may have had contact with
 - Checking with the pupil's friends, siblings, and known relatives
 - Making telephone calls to any numbers held/identified including emergency contacts
 - Sending a letter to the last known address
 - Carrying out home visits at different times to check who is at the home address and other known addresses, and check with neighbours and known friends
 - Asking for the address the family is moving to

A pupil is in custody

Schools are permitted to remove a pupil from roll who is serving a custodial sentence of four months or longer but should only do so in consultation with their Youth Offending Worker. Children who are detained purely for medical reasons, e.g. under mental health legislation, should not be treated or regarded as children who are in custody. They must be treated in the same way as other children who are unable to attend school for medical reasons (see 8.1.g). The schools will never remove pupils from roll who are in custody awaiting their trial, i.e. "on remand". Nor will they remove a pupil who is serving a custodial sentence of less than four months.

What the school will do:

- Keep the pupil on roll wherever possible and ensure that all custodial information is fully documented and verified

A pupil has died

A pupil who has died can only be removed from the roll when the school receives official notification of the death. This would normally come from the pupil's parents but it is possible that the notification comes from another source, such as relatives or the police

What the school will do:

Adhere to all relevant guidance with the utmost sensitivity and clear focus on the wide ranging emotional impact of such a tragic event

Pupil has completed compulsory school age

Pupils in year 11 who complete statutory education should be removed from roll on the last Friday in June, A Removal from Roll form or CTF's is not required for these pupils

What the school will do:

Adhere to this guidance

The pupil is leaving a school that is not maintained by the government

This relates to pupils leaving the roll of a school in the independent sector. It is not relevant to government-maintained schools, academies and free schools in Solihull

What the school will do:

This does not apply to the school given that it is not an independent school

Pupil has been permanently excluded

Where a pupil has been permanently excluded from the school the pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known

What the school will do:

Adhere to its exclusion policy and ensure that pupils remain on roll until due process has been completed including the right to appeal the decision

Removing New Intake Pupils from Roll

Schools are required to put all pupils on their roll who have been offered a place at the school (including nursery) on the first day of term. After the first day of term new intake pupils MUST NOT be deleted from roll or SIMS until you have discussed the case with the CME Team AND only where the child has been confirmed as attending a different school. When the pupil's parent has notified the school with the name and address of the new school or early education provider the school can remove the pupil from roll. Where a pupil fails to attend the school on the expected day, and the school do not know where the pupil is, both the school and the local authority must try to trace the pupil before the removal is made. Please refer to Section 2h - Pupil's whereabouts are unknown.

School to School (S2S) Transfer of data - Common Transfer File (CTF)

Whenever a pupil is deleted from a school roll, the school has a statutory duty to upload a CTF to the Department for Education (DfE) School-to-School (S2S) website. The Education (Pupil Information) (England) Regulations 2006 describe the information that must be transferred and the method of transfer.

More information on the secure transferring of CTFs can be found via <https://www.gov.uk/guidance/school-to-school-service-how-to-transfer-information>