

Adding and deleting pupils from school roll

We have seen an increase in schools seeking clarity on what is expected of both parents and schools when adding and deleting pupils from the admission and attendance register. This guidance is only a reminder for schools as there has not been any legislative changes.

Putting children on roll

Once a place is offered, schools should make attempts to contact the parent to agree a start date. Multiple attempts should be made, using different methods of communication, to avoid child becoming CME (child missing education). Upon receipt of a school place offer letter, parents have 10 school days to notify either the LA or school (if their own admissions authority) if they wish to accept or decline the school place.

When parents indicate their acceptance of the school place, the school needs to make arrangements to put the child on roll, as per the Education pupil registration regulation 2006 (expected first day attendance). Schools are advised to add the child onto both the admissions and attendance register within 5 school days without delay, this is to avoid being liable to prosecution for breach of the above 2006 regulations.

If the offer of a school place is refused, the local authority can ask the Secretary of State to intervene, under **section 3.29 of the School Admission Code 2021**. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, under **Section 25 (3A) of the School Standards and Framework Act 1998**.

From the date when a parent accepts a school place, the school has further five days to put child on roll. Where parents select an advocate (e.g. Social Worker or other professionals) to indicate their acceptance of the school place, this request should also be honoured by the school. Failing to do so will result in the LA seeking a formal direction from the Secretary of state for Education.

Interviewing parents as a condition of adding on roll.

In some instances, tours of the school or meetings to discuss support available to integrate into the setting may be needed or requested by parents. This is acceptable and when appropriate valued by parents as a way of preparing their child. Caution should be taken not discuss the child's educational history whereby it creates an opportunity to identify any information which can be used to refuse admissions, or which results in parents declining the school place. This is a serious breach of the School Admissions Code (**section 1.9 [m]**). Further action will be taken for schools identified using this approach.

Schools should also be inclusive and mindful that some parents/guardians may not be able to physically attend meetings, creative approaches should be taken to help with engagement. The offering of tours or meetings must not delay children being placed onto the admissions register, which should occur within 5 schools days following

acceptance of the school place. If meetings for support are required, these can occur following the child being placed onto the admissions register if necessary.

Deletion from roll

Children Missing Education (CME)

A child cannot be deleted from school roll due to poor attendance. Schools must follow their own attendance interventions and make appropriate referral for enforcement action for irregular attendance. A child who is continuously absent from school and after making reasonable enquiries to locate the child fails, the school must follow CME procedures. The school must make an appropriate CME referral in a timely manner, as per CME procedures.

https://cambridgeshire-self.achieveservice.com/service/Request_for_children_missing_from_education_LA_intervention

https://cambridgeshire-self.achieveservice.com/service/Deletion_from_register_destination_confirmed_form

When parents do not accept the school place offered upon making a school application, the school must report the child as CME.

Elective home Education (EHE)

When parents use their statutory rights to withdraw a child from roll and take personal responsibility for the child's education (Elective Home Education), the child must be taken off roll on receipt of the request. This request does not need to be in writing. Schools are encouraged to discuss the request with the parents and if they have any concerns, they must contact the Attendance Service, via 'Non School Attendance Helpline' for further advice and guidance. If a child is open to another service or has medical or SEN needs, schools should complete an online referral form so that the attendance service can provide additional information to ensure informed decision making. You will be notified of the outcome of this communication.

https://cambridgeshire-self.achieveservice.com/service/Elective_Home_Education_Enquiry_with_Local_Authority

Schools cannot encourage parents to choose the option of home education, it is the parental right and their choice. Once child is deleted from roll, school must complete the online deregistration form and inform the local authority.

<https://www.cambslearntogether.co.uk/cambridgeshire-services-to-schools/cambridgeshire-attendance-support-team/cambridgeshire-elective-home-education-attendance>

Permanent Exclusion from school

Schools should notify the Local Authority, by completing the PEX deletion from roll form, that a child has been removed from their school register as the pupil has been permanently excluded. This should be reported when the deadline for lodging an appeal has elapsed or the parents have notified the school in writing that they do not intend to appeal.

https://cambridgeshire-self.achieveservice.com/service/Permanent_exclusion_deletion_from_register

EHCP consultation process

If your school has been approached by Statutory Assessment Team (SAT) to consult, please note that communicating directly with the parent or the previous school where they were on roll, is not acceptable. If you require additional information to aid your decision making, please communicate directly with SAT.