

# **Children Missing Education & Removing a Pupil from the Attendance Register**

**SCHOOL PROCESS  
September 2016**

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## Section 1 - Introduction

### REMOVING A PUPIL FROM THE ATTENDANCE REGISTER

This guidance replaces the Manchester City Council ‘Removing a Pupil from the Attendance Register Guidance’ February 2016 and covers all pupils in reception class to year 11.

This guidance is not intended to replace any DfE guidance **on School Attendance and Advice on Pupil Registers**, to which Schools should also have regard.

One of the major changes within the guidance is that all schools, including Independent schools need to notify the LA of any child they add or remove from their register

## Section 2 - Regulations

The Education (Pupil Registration) (England) Regulations 2006 outline the circumstances when a pupil can be removed from the admissions and attendance registers. Regulation 8(1) a-n is for compulsory school aged pupils. The Regulations have been attached at [Appendix 3](#) to this guidance.

The guidance has been produced to assist **all schools** in fulfilling their duties in relation to **removing/adding** pupil details from the attendance register and children who go missing (**All schools is defined as any, maintained, free, academy or independent**)

All pupils names must be entered on the attendance register as soon as their names are entered on the admissions roll **and notification of this must be sent to the LA with in five days**. Any changes to the attendance register must be clearly marked with the original entry, date amended entry, reason for the amendment and the name/title of the person making the amendment. All records must be kept for 3 years.

All maintained schools, academies, free and **independent schools** should establish and record the onward destination of pupils who are being deleted from the admission roll. It is not sufficient to leave a general or vague comment. If the school cannot determine the destination it should make comment to this effect when contacting the School Admissions Team. This record may also be useful for schools to use if they have an Ofsted inspection.

All maintained schools, Academies, Free and Independent schools must notify The School Admissions Team about any pupil who has been removed from the school roll by emailing: [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk)

### Section 3 - Manchester School Process for Children Missing Education

- Schools are advised to have a designated person with responsibility for children coming off roll and children missing from education.
- When a parent indicates that they are leaving a school, the school will complete “**Destination Known Notification Form**” (DKN1) confirming the child’s destination. This form will be held by the designated person – see appendix 1 (Destination Known Form) and a copy sent to [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk) . The child should then be off rolled and a common transfer file (CTF) uploaded to the DFE S2S secure access site for the receiving school to download.
- Should a child not attend school then, from the first day of absence and for the following 10 days the school should make initial enquires to attempt to trace the child. This should include a home visit and social care checks etc.
- Should the school not be able to trace the child after 10 days the school should promptly notify the CME officers with in the admissions team on the **11<sup>th</sup> day** by completing “**10 Day Unauthorised Absence Notification Form**” (10DN2). (Should the child be subject to a Child Protection Plan or there are child protection concerns about the child the school should first immediately notify the local social services team.) The CME officers will carry out reasonable enquiries to try and identify the child’s current whereabouts/destination and where/if the child is currently accessing education.
- Should school have confirmation of an address outside of Manchester but is unable to ascertain a forwarding school, the Manchester school may remove the child from their school roll and **must** inform the CME officers by completing “**Destination Known Notification Form**” (DKN1).
- After 20 school days should such efforts prove unsuccessful then the school should remove the child’s name from its roll and create a “missing” (CTF)

with XXXXXXX as the destination. **Schools should be aware that this process is mandatory and is based on the relevant regulations.** This missing CTF should be immediately uploaded onto the DFE S2S secure access site where it will be held in the Lost Pupils database.

- Should a Manchester school which has previously sent a missing CTF to the Lost Pupils database be contacted by a school at which the missing child has since registered, it should advise the receiving school to request its own local authority to download the original CTF from the Lost Pupils website, rename and send to them. School should also advise the CME officers of the child's new school.

#### **NOTE**

Should a parent say a child is leaving a Manchester school in order to be home educated the school should:

- request written confirmation of the parents' intentions
- once this has been received remove the child's name from the school roll, but keep the place available for 20 school days to allow for suitability to be assessed.
- inform the Elective Home Education Team, by emailing the parents written notification to [eh@manchester.gov.uk](mailto:eh@manchester.gov.uk)

### **Children Missing Education School Process – Destination Known**

School has confirmed that the pupil has moved out of Manchester and is on roll at a school in another LA or emigrated.

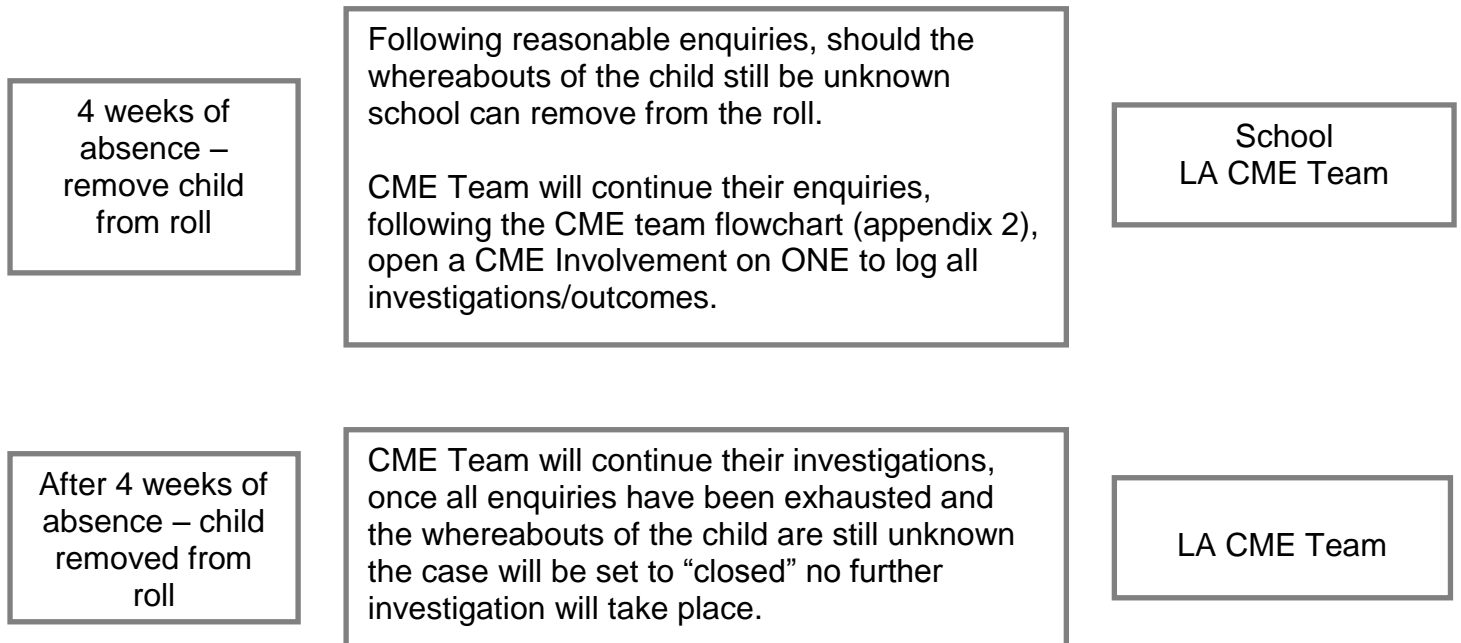
School has confirmed that child has moved out of Manchester and it is no longer a reasonable distance to attend current school.

Pupil is detained by a court order for a period more than 4 months.

Delete child from the school roll - on the same day, complete Destination Known Notification Form **DKN1** (appendix 1) and email to: [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk). School is not required to wait for authorisation from LA to remove pupil from the roll.

**Children Missing Education  
School Process – 10 Day Unauthorised Absence**

TIMESCALE	ACTION	RESPONSIBILITY
1 <sup>ST</sup> – 10 <sup>TH</sup> School Day	Child does not attend school. Initial enquiries are made to contact family, including home visit, social care checks etc.	School
11 <sup>TH</sup> – 20 <sup>TH</sup> School Day  CME VI T.Short	School complete 10 Day Unauthorised Absence Notification Form - <b>10DN2</b> (appendix 1) and forward to LA CME team: <a href="mailto:cme@manchester.gov.uk">cme@manchester.gov.uk</a> Who will begin reasonable enquiries to identify child's whereabouts. Should an address and forwarding school be found Manchester school can off roll child.	School LA CME Team



## Section 4 – CME Guidance

### NOTIFYING SCHOOL ADMISSIONS WHEN REMOVING A PUPIL FROM THE ADMISSIONS AND ATTENDANCE REGISTERS

The format in the subject heading when informing school admissions of a deletion from the school roll must be entered as follows;

**“Deletion of a pupil from the school roll – Destination Known”**

**“Notification of a pupil on the school roll with – 10 Day Unauthorised Absence”**

#### Actions Taken Before Removing a Pupil from the School Roll

Before removing a pupil from the school roll, schools must complete either of the above forms.

The **“Destination Known”** form (appendix 1) should be completed when the whereabouts of a pupil is known, **“10 Day Unauthorised Absence”** form (Appendix 2) should be completed when the pupil has not returned from a period of leave of absence or when ‘Pupil is Missing’ and the whereabouts of a pupil is unknown.

All sections on either of the forms must be completed in full and clearly demonstrate the actions taken by the school before making the decision to remove a pupil from the roll. If any of the sections are left blank, the form will be returned to school for completion.

Only the headteacher can authorise the removal of a pupil from the school roll and they must be satisfied that all the necessary actions have been taken to ensure that The Education (Pupil Registration) (England) Regulations 2006 have been followed.

### **Off Rolling Pupils Who Are Of Compulsory School Age**

School admissions must be notified on the day when a pupil is deleted from the school roll or on the **11<sup>th</sup> day** of unauthorised absence by emailing the appropriate form to: [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk) unless it is stipulated that no form is required.

Set out below are the circumstances when a pupil cannot be taken off roll, what action needs to be taken and the form required.

### **When a child MUST NOT be removed from the school roll**

- When school has been informed the pupil has moved from their current address, but **still resides in Manchester**. This means the pupil must remain on roll until they are on roll in another school, regardless of travel/distance implications.
- When the pupil has had 20 days of unauthorised absence and their whereabouts are known, (i.e. Pupil resides in Manchester but not attending). This means the pupil must remain on roll and school must follow their attendance procedure.

### **Destination Known Notification Form – DKN1 (Appendix1)**

This form is to be completed when the whereabouts of the pupil is **known** and is to be emailed to: [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk) **on the day** the pupil is deleted from the school roll. Pupils can be removed from the attendance and admission register on the day of notification and you are not required to keep the pupil on roll for 20 days. You are not required to wait for authorisation from the Local Authority before you remove the pupil from roll. The above applies to the circumstances below

- School has received confirmation that the pupil has moved out of Manchester and is registered at another school in another Local Authority (LA). Or is continuing to reside in Manchester but confirmation has been received that the child is registered at a school in another LA

- The school has confirmation that the pupil has moved out of Manchester and it is no longer a reasonable distance for the pupil to travel to the current school.
- The pupil has been detained by a court order for a period of more than 4 months and the head teacher has reasonable belief that the pupil will not return to school after that period

*It is the school's responsibility to ensure that the transfer of pupil records using the "S2S secure access" system is followed in accordance with DFE guidelines: <https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>*

In all cases, the school must follow their attendance and safeguarding procedures and fully satisfy themselves where applicable that the pupil no longer resides at their current address. Schools need to ensure that they hold current address details for children.

### **10 Day Unauthorised Absence Notification Form – 10DN2 (Appendix 2)**

This form is to be completed when the whereabouts of the pupil is **Unknown or Missing**. It is to be emailed to: [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk) **on the 11<sup>th</sup> day** of unauthorised absence. The above applies to the circumstances below

- School has/has not authorised and formally agreed a set period of leave of absence for the pupil but the pupil has failed to return, the parent has/has not been in touch to explain the situation, but they can not make it back within 20 days. School should advise the parent/carer to enrol the pupil at a school where they are currently residing and send a formal notification that if the pupil fails to return, they will be removed from the school roll on the 21<sup>st</sup> day.
- The pupil has had 10 days of unauthorised absence and the whereabouts of the pupil is **unknown**.

In all cases, you are required to keep the pupil on roll for 20 school days. School must follow their attendance and safeguarding procedures in the first instance to determine the whereabouts of the pupil. Parent/carer should also be advise that they will need to apply for a school place should they return to Manchester.

School should follow their safeguarding procedures if they have any concerns regarding the pupil's whereabouts or safety.

### **S2S - Lost Pupil – Destination Unknown**

**When a pupil transfers from your school** and you do not know to which school they have gone, please create a CTF file using XXX for the destination LA and XXXX as the destination school number, and upload it. Each file should hold information on only one pupil.

### **What to do if you have a concern about a pupil's whereabouts**



If a member of staff in school has a concern about a particular pupil they should follow the school's normal safeguarding procedures, including discussing with the school's designated safeguarding lead, and where deemed necessary, with children's social care or the police. The school should follow MSCB procedures if there are particular concerns e.g. Forced Marriage, FGM, Radicalisation, Missing From Home, Child Sexual Exploitation, etc.

**You can get further advice from Jenny Patterson, Safeguarding Lead for Education (0771 752 7750 or [j.patterson@manchester.gov.uk](mailto:j.patterson@manchester.gov.uk)).**

## **Destination Known Notification Form (DKN1)**

The pupil has (choose one of the following options)

- Been added to the school register
- Moved to another LA and the travel distance is unreasonable (8(1)(E))
- Confirmed to be on roll at a school within/in another LA (8(1)(B)(C)(N))
- Legally detained by a court of justice.(no less than a 4 month period)
- Emigrated – destination country: \_\_\_\_\_
- Deceased 8(1)(J)
- Detained via court order (4 months plus) (8)(i)
- Alternative Provision (8(1)(A)(D)(I))
- Over Statutory School Age (8(1)(K) (i)(ii))
- Ceases to attend Independent School (8)(L)(O)
- Medically unfit (8)(1)(G)
- Permanently Excluded (8)(1)(M)

Date pupil added/removed from school register: \_\_\_\_\_

School Name: \_\_\_\_\_

Pupil's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ M/F: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

Email Addresses \_\_\_\_\_

Home Address: \_\_\_\_\_

### **Siblings if known:**

Names of children	Schools

What form of notification has been received from the parent/carers and when:

Telephone  Letter  Verbal  Other

Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Forwarding LA : \_\_\_\_\_

New school name and address: \_\_\_\_\_

I confirm that the above pupil is in another educational setting or other educational provision and checks have been carried out and investigated thoroughly

I confirm that I have been notified by parent/carers that this pupil has moved to another LA or moved abroad.

Headteacher's name: \_\_\_\_\_

Headteacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Completed form to be emailed to: [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk)

NB: Please ensure that an accurate record of why the pupil was removed from the school roll is kept

Appendix 2



**10 Day Unauthorised Absence Notification Form (10DN2)**

The pupil is (choose one of the following options) (8(1)(F) (i)(ii)(iii)  
(8)(1)(H) (i)(ii)(iii)

Not attending with contact  Not attending without contact

Extended Holiday  Dispute/Incident at school  
Reason for extension \_\_\_\_\_

Other (provide details) \_\_\_\_\_

1<sup>st</sup> date of unauthorised absence: \_\_\_\_\_

School Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ M/F \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

Email Addresses \_\_\_\_\_

Home Address: \_\_\_\_\_

UPN: \_\_\_\_\_

**Checklist: All points **MUST** be completed. Use a separate page if needed**

Action taken	Who and date	Outcome and date
Visited the pupils known address		
Contacted family/friends members		
Notified social care to check if there are concerns		
Co –ordinate a multi agency meeting if appropriate		

Do you think family requires additional support?: Yes (have you completed an EHA?) No (reason for not completing EHA)		
Check schools internal records to determine any other concerns		
Any other action taken		
Has a formal letter been sent to the home address advising of intension to off roll?		
Date pupil will be taken off the school roll		

**Siblings if known:**

Names of children	Schools

In addition to this information above please include a chronology/case history of the pupil and include names/addresses/contact details of any extended family/friends:

I can confirm that all the above checks have been carried out and investigated thoroughly.

Headteacher's Name: \_\_\_\_\_

Headteacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Completed form to be emailed to [cme@manchester.gov.uk](mailto:cme@manchester.gov.uk)

**OFFICE USE ONLY**

Date form received \_\_\_\_\_

Checked MICARE: Yes  No

MICARE ID: \_\_\_\_\_

Open to Social Care: Yes  No

EHA Completed: Yes  No

GMN \_\_\_\_\_

### Appendix 3

## **Grounds for deleting a pupil from the school admission register** 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

Pupil Regulations 2006 Regulation 8(1) says that you can remove a name when:

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 —

(i) 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;

(ii) 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

(iii) 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 - 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

(ii) 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

(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

9 - 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.

10 - 8(1)( j ) - that the pupil has died.

11 - 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

(i) the relevant person has indicated that the pupil will cease to attend the school; or

(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

12 - 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.

13 - 8(1)(m) - that he has been permanently excluded from the school.

14 - 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.

15 - 8(1)(o) where—

(i) the pupil is a boarder at a maintained school or an Academy;

(ii) charges for board and lodging are payable by the parent of the pupil; and

(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

*R v London Borough of Barking and Dagenham and Barking Comprehensive School* [2003] ELR 144 confirmed: (1) there is a legal duty on both the school and the LA to make reasonable enquiries; (2) it is not necessary to wait until after the 20 days to make the enquiries; (3) it is reasonable to inquire by letter to the family's home, even where it is known that the family is away; (4) it is legal, though harsh, to remove the name on the day the 20 days expires