

In addition to updating your school's electronic student data system (eg.SIMS), please follow the process below.

Reason for off rolling

Action to be taken by school to inform LA

Elective Home Education (1,4*)

Pupil's parents notify Headteacher by letter or email stating that they are removing their child from the school as they have decided to educate him or her at home

EHE Form

School completes a "School Exit Form" and sends this, together with a copy of the parent's letter or email, to the Elective Home Education team at electivehomeeducation@staffordshire.gov.uk

Permanent Exclusion (13*)

PX Form

School completes the NOTIFICATION OF PERMANENT EXCLUSION form which is found at <http://helpyourself.staffordshirecares.info/kb5/staffordshire/directory/advice>.

Option 2 Notification of permanent exclusion attainment record PRU referral form should then be selected and the completed document sent to inclusion@staffordshire.gov.uk

Death of a pupil (10*)

School complete "Notification form of the death of a pupil", which is found on the Staffordshire Learning Net and submit this to the School Data Team at schools.capitadatateam@staffordshire.gov.uk

Emigration (5, 6*) Pupil is moving to another country due to emigration, returning to his or her country of origin or is moving to a school outside the UK (which includes the Republic of Ireland).

School completes form CME.1a and emails this to the CME Team at cme.referrals@staffordshire.gov.uk indicating "Left UK" in the subject header

Moving school (1,2,3,14 *) Pupil is moving to another school in the UK (which includes Scotland, Wales, Northern Ireland, Isle of Man, Channel Islands, Gibraltar and Forces Schools Abroad).

School completes form OR.1 and emails this to the Schools Data Team at schools.capitadatateam@staffordshire.gov.uk indicating "Moving school" in the subject header

Destination unknown – Child Missing Education (6, 8*) Where a pupil leaves the school and despite reasonable enquiries being made by the school and the Local Support Team the pupil has not been traced after 20 school days (see guidance on 'Reasonable Enquiries')

School removes the pupil from roll, completes form CME.1 and emails this to the CME Team at cme.referrals@staffordshire.gov.uk indicating "CME referral" in the subject header

Custody longer than 4 months (9*)

Where a pupil goes into custody and is no longer in a position to attend the school. For periods of less than four months the pupil should be kept on roll.

School completes form OR.1 and emails this to the Schools Data Team at schools.capitadatateam@staffordshire.gov.uk indicating "Custody" in the subject header

Removal on medical grounds (7*)

The pupil has been 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.

School completes form OR.1 and emails this to the Schools Data Team at schools.capitadatateam@staffordshire.gov.uk indicating "Removal on medical grounds" in the subject header

Ceased to be a pupil (12, 15*)

i.e. unpaid fees (independent or boarding schools only)

School completes form CME.1 and emails this to the CME Team at cme.referrals@staffordshire.gov.uk indicating "Ceased to be a pupil" in the subject header

Age (11*) – ceases to be of compulsory school age. There is no need to notify the Local Authority.

Forms and Local Authority guidance can be obtained by visiting Staffordshire.gov.uk/education/education_welfare/children_missing_education

* N.B. The above reasons for off-rolling relate to the DfE guidance "Children Missing Education Statutory Guidance for Local Authorities – September 2016: Annex A: Grounds for deleting a pupil from the school admission register". The figures in brackets indicate which of these grounds the off-rolling relates to in the guidance.

Relevant Government guidance and legislation

[Children Missing Education Statutory Guidance for Local Authorities – September 2016](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006](#)