

Appendix B

Deleting the name of a pupil of compulsory school age from the school admission register

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration (England) Regulations 2024		
Code	Ground description	Further information
9(1)(a)	<p>Ground A - The pupil has been registered at another school</p> <p>Where a pupil has been registered at another school, unless –</p> <ul style="list-style-type: none"> a school attendance order naming the school is in force in relation to the pupil (see further information); the pupil is a mobile child and the school is their main school (see further information); the school has agreed with a person with control of the pupil's attendance at the other school that the pupil should be registered at more than one school (see further information on dual registration); or the school itself has control of the pupil's attendance at the other school and has decided that the pupil should be registered at more than one school (see further information on dual registration). 	<p>Transfer between schools:</p> <p>Where a pupil is transferring to another school, the original school must delete the pupil's name from the admission register as soon as they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed or been told the pupil will attend the school as explained under Expected First Day of Attendance.</p> <p>For example, if a pupil leaves School A on 28 March and their expected first day of attendance at School B is 29 March, they would be added to the admission register of School B and deleted from that of School A on 29 March.</p> <p>School A will: • record the pupil's attendance and absence up to and including 28 March, and • delete the pupil's name from the admission register on 29 March, and • transfer the appropriate pupil information via the S2S system.</p> <p>School B will: • enter the pupil's name on the admission register on 29 March, • record the pupil's attendance and absence from 29 March, • follow up any unexpected absence on or after the 29 March, and • request the transfer of the pupil information.</p> <p>There are a small number of exceptions, these are:</p> <p>School attendance order</p> <p>If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).</p> <p>If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground A even if they have been registered at another school as well.</p> <p>Mobile child</p> <p>Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.</p> <p>Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.</p> <p>Dual registration</p> <p>In circumstances where it has been agreed between the school and a person with control of the pupil's attendance that the pupil will be registered at more than one school, the pupil's name will remain on the admission register. This is also the case where it has been decided by the school if it has control of the pupil's attendance at the other school. The main examples of dual registration are pupils who are attending another school on a temporary basis, such as a pupil referral unit, a hospital school or a special school.</p>
9(1)(b)	Ground B - The pupil has not continued at the school following completion of nursery education	

	Where a pupil has been admitted to the school to receive nursery education and on completing nursery does not continue into reception (or more senior class).	
9(1)(c)	<p>Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion</p> <p>Where a pupil is registered at one or more other schools, and:</p> <ul style="list-style-type: none"> the school does not have reasonable grounds to believe that the pupil will attend the school again; each school where the pupil is registered has given consent to the deletion; there is no school attendance order naming the school in force in relation to the pupil (see further information); and the pupil is not a mobile child, or if they are, the school is not their main school (see further information). 	<p>School attendance order</p> <p>If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).</p> <p>If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground C even if the other criteria are satisfied.</p> <p>Mobile child</p> <p>Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.</p> <p>Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.</p>
9(1)(d)	<p>Ground D - The pupil has a school attendance order which has been changed to name another school</p> <p>Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.</p>	
9(1)(e)	<p>Ground E - The pupil had a school attendance order which has been revoked</p> <p>Where the pupil was the subject of a school attendance order naming the school, but the order is revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude and special educational needs somewhere other than at a school.</p>	
9(1)(f)	<p>Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school</p> <p>Where the pupil's parent has informed the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil.</p>	<p>School Attendance Order</p> <p>If a school attendance order has been revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, the pupil's name must be deleted from the admission register under the reason for deletion at regulation 9(1)(e).</p>
9(1)(g)	<p>Ground G - The pupil no longer normally lives a reasonable distance from the school</p> <p>Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school.</p>	<p>In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's</p>

		<p>information should then be transferred to the Lost Pupil Database via the S2S system.</p> <p>Reasonable distance</p> <p>DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.</p> <p>Temporary or occasional absence</p> <p>Relevant regulation 9(5)(a) - Whether a pupil normally lives a reasonable distance from the school is not affected by a temporary or occasional absence. A judgement should be made in an individual case as to whether an absence is temporary or occasional, but a prolonged absence is not generally considered as temporary.</p>
9(1)(h)	<p>Ground H - The pupil has not returned following a leave of absence</p> <p>Where a pupil has been granted a leave of absence and:</p> <ul style="list-style-type: none"> the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for; the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances; but: <ul style="list-style-type: none"> they have not succeeded; or they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance. 	<p>DfE's guidance on Children missing education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.</p> <p>Pupils who have been located but have not returned to school</p> <p>Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.</p> <p>This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In such cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.</p> <p>Examples of appropriate use include:</p> <ul style="list-style-type: none"> The pupil is still away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning. No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning. The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date. <p>Examples of where ground G may be appropriate instead:</p> <ul style="list-style-type: none"> The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil still normally lives a reasonable distance from the school. The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.
9(1)(i)	<p>The pupil has been continually absent from school for 20 school days</p>	<p>DfE's guidance on Children missing education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.</p>

	<p>Where a pupil has been continuously absent from the school for a period of 20 school days or more and:</p> <ul style="list-style-type: none"> at no point during that period did any of the circumstances in regulation 10(3) Table 2 or 10(4) Table 3 other than the ones for codes G, N, or O apply; the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but: <ul style="list-style-type: none"> they have not succeeded; or they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance. 	<p>Pupils who have been located but have not returned to school</p> <p>Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.</p> <p>This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In these cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.</p> <p>Examples of appropriate use include:</p> <ul style="list-style-type: none"> The pupil is away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning. No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning. The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date. <p>Examples of where regulation 9(1)(g) may be appropriate instead:</p> <ul style="list-style-type: none"> The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil normally lives a reasonable distance from the school. The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.
9(1)(j)	<p>Ground J - The pupil is detained under a sentence of detention</p> <p>Where a pupil is found guilty of a crime and detained under a sentence of detention (as defined in regulation 3) before the pupil's name can be deleted from the admission register the school must have reasonable grounds to believe the pupil will not return to the school once they are released.</p>	<p>This must be decided on a case by case basis after considering whether the pupil will return at the end, or part way through their sentence (e.g. where part is served on licence in the community). In determining whether there are reasonable grounds to believe the pupil will return to the school following their detention, it is expected that schools will discuss this with the pupil's youth offending team worker.</p> <p>Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground.</p>
9(1)(k)	<p>Ground K - The pupil has died</p> <p>Where a pupil has died.</p>	<p>A pupil's name should only be deleted from the admission register when the school is informed of the death.</p> <p>This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.</p> <p>Once the school receives the information, it is particularly important to delete the pupil's name as quickly as possible to prevent inadvertent and unnecessary contact with the family about the child.</p>
9(1)(l)	<p>Ground L - The pupil will be over compulsory school age and will not continue into the sixth form</p>	<p>Compulsory school age</p> <p>A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.</p>

	Where a pupil will be over compulsory school age by the time the school next meets, and: <ul style="list-style-type: none"> the school does not have reasonable grounds to believe the pupil will attend the school again; or the pupil does not meet the academic entry requirements to be transferred to the school's sixth form. 	
9(1)(m)	Ground M - The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid	Where a pupil is a boarder at the school and: <ul style="list-style-type: none"> the school is maintained by a local authority or is an academy; charges for the pupil's board and lodgings are payable by the pupil's parent; and those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.
9(1)(n)	Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school	Where a pupil has ceased to be a pupil at the school and the school is not maintained by a local authority or an academy (including a city technology college or a city college for the technology of the arts).
9(1)(o)	Ground O - The pupil has been permanently excluded from the school Where a pupil has been permanently excluded from the school.	A 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 disciplinary exclusion from 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.

Deleting the name of a pupil not of compulsory school age

Grounds for deleting a pupil of non-compulsory school age from the school admission register set out in the School Attendance (Pupil Registration (England) Regulations 2024		
Code	Ground description	Further information
9(3)(a)	Ground A - The pupil is not a boarder and will not attend the school again Where a pupil is not a boarder, and the school does not have reasonable grounds to believe the pupil will attend the school again.	
9(3)(b)	Ground B - The pupil is a boarder and has ceased to be a pupil at the school Where a pupil is a boarder and has ceased to be a pupil at the school.	
9(3)(c)	Ground C - The pupil has been continually absent from school for 20 school days Where a pupil has been continuously absent from the school for a period of 20 school days or more and: <ul style="list-style-type: none"> the pupil was not absent with leave during the period; the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the school has made reasonable efforts to find out the pupil's location and circumstances but: <ul style="list-style-type: none"> has not succeeded; or has succeeded and has no reasonable grounds to believe the pupil will attend the school again. 	When determining if there are no reasonable grounds to believe that the pupil will attend the school again, the school may wish to consider the following factors: <ul style="list-style-type: none"> Has the parent or pupil (if at sixth form) given a date for the pupil's return? Has a date or evidence of the pupil returning been provided by the deadline set out in the school's contact with the parent or pupil (if at sixth form)? Has the parent or pupil (if at sixth form) given a date, or several dates, for returning but the pupil has failed to return by or on the last given date?
9(3)(d)	Ground D - The pupil has died Where a pupil has died.	A pupil's name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.