



ST MICHAEL'S CATHOLIC COLLEGE OFF-ROLLING POLICY AND ADMISSIONS PROCEDURES 2023 - 24

1 CURRENT PROCEDURE FOR REMOVING A CHILD FROM THE COLLEGE ROLL OTHER THAN THE NORMAL TRANSFER CYCLE

As stated in 'Working together to improve school attendance'; "A pupil's name can only be deleted from the admission register for a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended" May 2022.

As a college, we recognise that here are significant child protection implications when the whereabouts of a child is not known and therefore the college will follow the procedures outlined in this document.

The regulations enable schools to remove compulsory school age children in the following circumstances:

Ground A – A pupil has a School Attendance Order which has been changed to name another school or revoked

Ground B – A pupil has been registered at another school

Ground C – Pupil is also registered at one or more other schools and the other schools have agreed the deletion

Ground D – The parent of a pupil has notified the school in writing that a pupil is receiving education otherwise than at a school.

Ground E – A pupil no longer lives a reasonable distance from the school

Ground F – A pupil has not returned following a leave of absence

Ground G – A pupil is unlikely to return to school before ceasing to be of compulsory school age due to health reasons

Ground I – A pupil is in custody and detained for a period of more than 4 months

Ground J – A pupil has died

Ground K – Pupil will cease to be of compulsory school age and will not continue into the sixth form

Ground M – A pupil has been permanently excluded from the school

In general, pupils can be removed from the register of one school if they register at another. However, it is possible for any pupil to register at more than one school and where this happens, there are restrictions on applying the power to remove pupils because they are registered at another school.

- If informed by a family that a pupil has transferred, the college will confirm this with the relevant school and after receiving written confirmation from the school, the pupil file will be sent within five working days.

- If a school contacts the college directly to confirm that a pupil has transferred, after written confirmation from the school, the pupil file will be sent within five working days.
- If it transpires that a child is missing education, a CME referral will be made to the [CME](#) team at Southwark.
- If we have any safeguarding concerns, a referral will be made to Southwark Multi Agency Safeguarding Hub ([M.A.S.H.](#)).

In all circumstances, Leaders of Learning, in liaison with the Attendance officer and under the direction of Ms Nottage and Mrs Freegard will follow up any off rolling beyond the school. Files will be kept accordingly. **Ground B - Dual Registration**

Where there is dual registration, e.g. where the child is on roll at a pupil referral unit (PRU) and at the college, the college should not remove the child from the roll without the consent of the LA.

Dual registration does not apply if the school is not funding the placement, for example if a pupil has been permanently excluded. In this case, the LA has responsibility for funding the provision. The school can remove the pupil's name from their roll as soon as all the permanent exclusion appeal timeline expires.

Independent schools

If pupils have been transferred to alternative provisions which are independent, the usual off-rolling procedure is followed. The following education settings have all acquired Independent School status:

Phoenix Place (girls only)

Treasure House

Cavendish

Octavia House

Ground F – not returning after a leave of absence

Where a pupil has not returned to college for ten days after an authorised absence, or is absent from college without authorisation for twenty consecutive college days, the pupil can be removed from the admission register when the college and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

This only applies if the college does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. In this case, the college will:

- Make at least four attempts to contact the family by telephone, email, Edulink or other means.
- inform the CME Team or MASH if there is a safeguarding concern

If the pupil has an Education Health and Care Plan, information will also be copied to Liam Amor and Anita Hawksley, who are responsible for Southwark in-year applications.

Liam.amor@southwark.gov.uk and Anita.hawksley@southwark.gov.uk

Schools can only remove pupils from the register if one of the circumstances in these regulations applies. *Students who are no longer on roll still need to be retained within the database for reference purposes for three years.*

Schools can only lawfully remove non-compulsory school-age children in the following circumstances:

- The pupil has left the college
- There are 20 college days of continuous absence without good reason
- The death of a pupil
- The permanent exclusion of a pupil

Unless the college has confirmation of one of the above then the child should remain on the college roll.

Where a child is removed from the roll, the college ensures that the correct coding is entered against their SIMS record. For a child that the college has failed to locate, the code “other” should be selected and the word “missing” entered. This will ensure that the correct information is transferred to the LA within the monthly electronic return.

All other removals are illegal and could result in court proceedings against the person responsible. With the exception of pupils who are subject to a ‘school attendance order’ and pupils with special educational needs or disabilities (SEND) for whom the LA has made arrangements, there is no requirement for LA approval of removals from registers (*See Appendix A – Procedures to be followed when the college considers taking a child off roll*)

MISSING CHILDREN / CHILDREN MISSING EDUCATION (CME)

The [Southwark protocol](#) as updated in September 2018 and this section of the policy has been amended accordingly.

Who are ‘children missing education’?

1.1

Department for Education statutory guidance (2016) defines children missing education as ‘children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school’.

Children may come to miss education for a number of reasons, including the following:

- they may never have started in a school;
- they may cease to attend school, due to exclusion or parents withdrawing them;
- they may have left primary school but not completed transition to secondary school;
- they may have moved into a new area, including from abroad.

Southwark faces particular challenges with a highly mobile population and significant movement in and out of the borough throughout the school year. Children missing education have been identified as a priority by Southwark Safeguarding Children’s Board.

Children missing education are plainly at risk of educational under-achievement, with a potential long-term impact on their opportunities. They may also be exposed to other risks: ‘Keeping Children Safe in Education’ (DFE, 2016) states that: ‘A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation’. Ofsted (2014) has identified that ‘Children who are missing from home, school or care are at greater risk of sexual exploitation’.

The process of tracking pupils without an educational placement is part of our collective responsibility and ongoing commitment to safeguarding the welfare of young people. It is vital St Michael’s Catholic College Off Roll Policy & In-Year Admissions Procedures 2023 - 25

that anyone who becomes aware that a child is not, or does not appear to be in education, notifies Ms Nottage immediately.

2. Notification of potential CME

Southwark's process for identifying and tracking children missing education is led through the Pupil Tracking and Licensing Team in the Education Access division in Southwark Children's and Adults' Services - Education. The Central Strategic Manager cme@southwark.gov.uk is the named person for CME to whom schools and other agencies can make referrals. Where direct case work is required to support children back into education, this is undertaken by the Early Help Localities service.

The majority of children missing education, or at risk of missing education, are identified by schools. Where a child remains on a school roll and there are concerns about them not receiving full time education as a result of poor attendance or other factors, the school should notify Southwark Early Help Localities Service via their regular meetings, or via a CAF if additional support services may be required.

If the college has concerns that a child is missing or if there is no explanation for their continued absence from college, the college should conduct further investigations through the designated Attendance Officer without delay. The School's designated Attendance Officer must then make enquiries as to the whereabouts of that child. All schools, including academies, have a Southwark link Education Welfare Officer and should notify them of children who have been absent for **ten days** or more. If the child is continuously absent for a period of not less than 20 consecutive college days and the enquiries of both the college and their Attendance Officer have failed to locate that child, the Attendance Officer will then advise the Local authority CME team: Alison.carter@southwark.gov.uk (Alison Carter is the Southwark CME Manager) The college should retain a copy of the completed School Checklist and also place the child's name in the National Lost Pupils' Database, which is a repository for the Common Transfer File (CTF). Schools should not remove the child from roll until advised to do so by the Local Authority. They should also consult with their link EWO before removing a child from the school admissions register on the grounds of absence, or in any other case where there is uncertainty. Details of the link EWOs for schools can be obtained from Early Help duty desk on 0207 525 1922 or email earlyhelp@southwark.gov.uk.

2.4

As set out above, the college has a statutory duty to inform the LA when a child is being removed from the admission register. Southwark has developed an electronic 'Change to School Admission.

Register Notification Form' for schools to use to submit this information:

https://forms.southwark.gov.uk/showForm.asp?nc=7E5F&fm_fid=1647

Co-operation between all staff and external agencies in following these procedures is essential to ensure the safety of children in St Michael's Catholic College. This will enable both the college and the LA to identify possible missing children and to follow up all concerns.

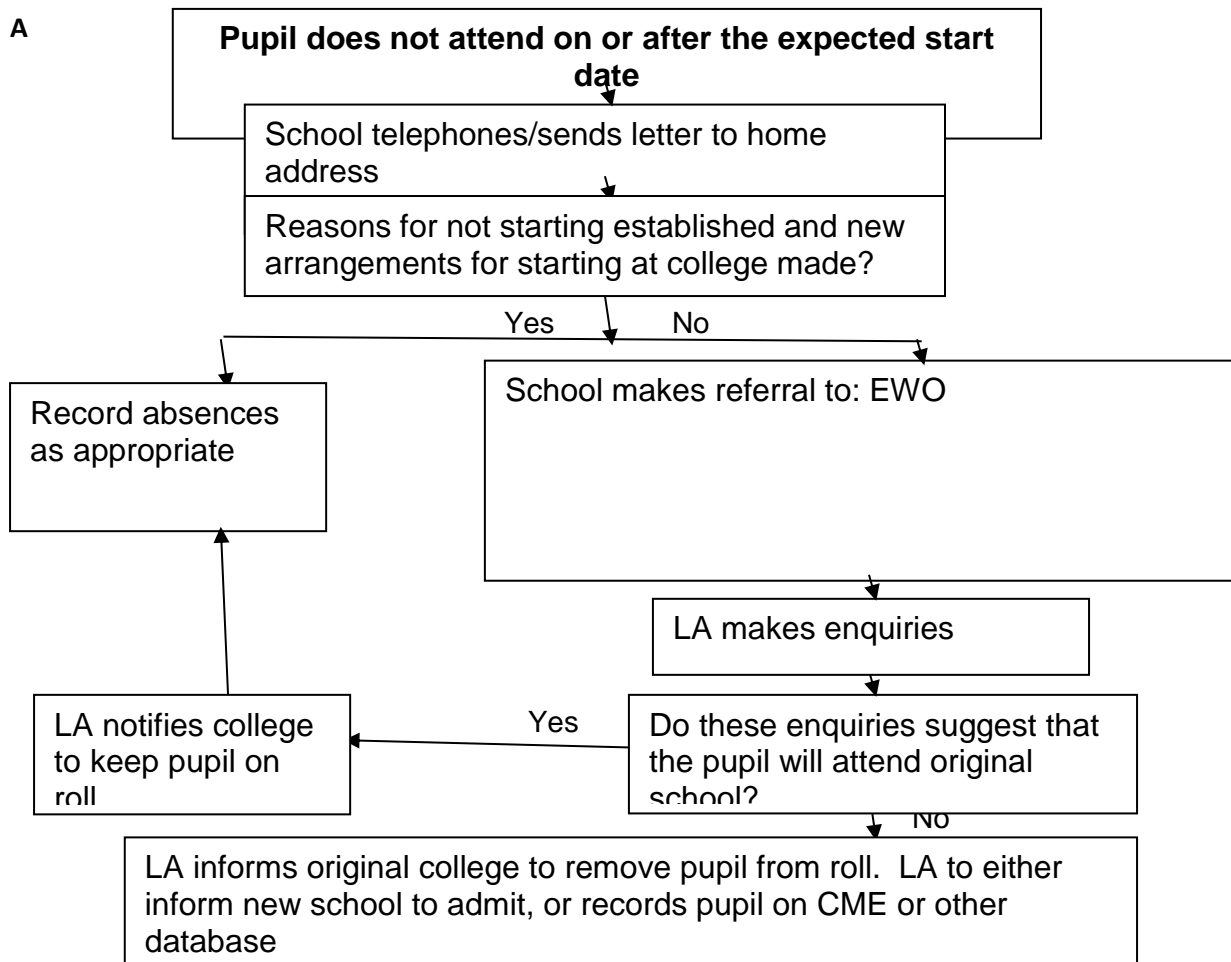
Procedures to be followed when the college considers taking a child off roll

Schools can only remove a pupil from their roll in circumstances that comply with regulation 8 of The Education (Pupil Registration) (England) Regulations 2006. These procedures are intended to assist schools in fulfilling their duties in relation to both of these areas.

In addition to detailing the process to follow, the next pages include sections of the Regulations. **At least one of these must apply before removing a pupil from roll.**

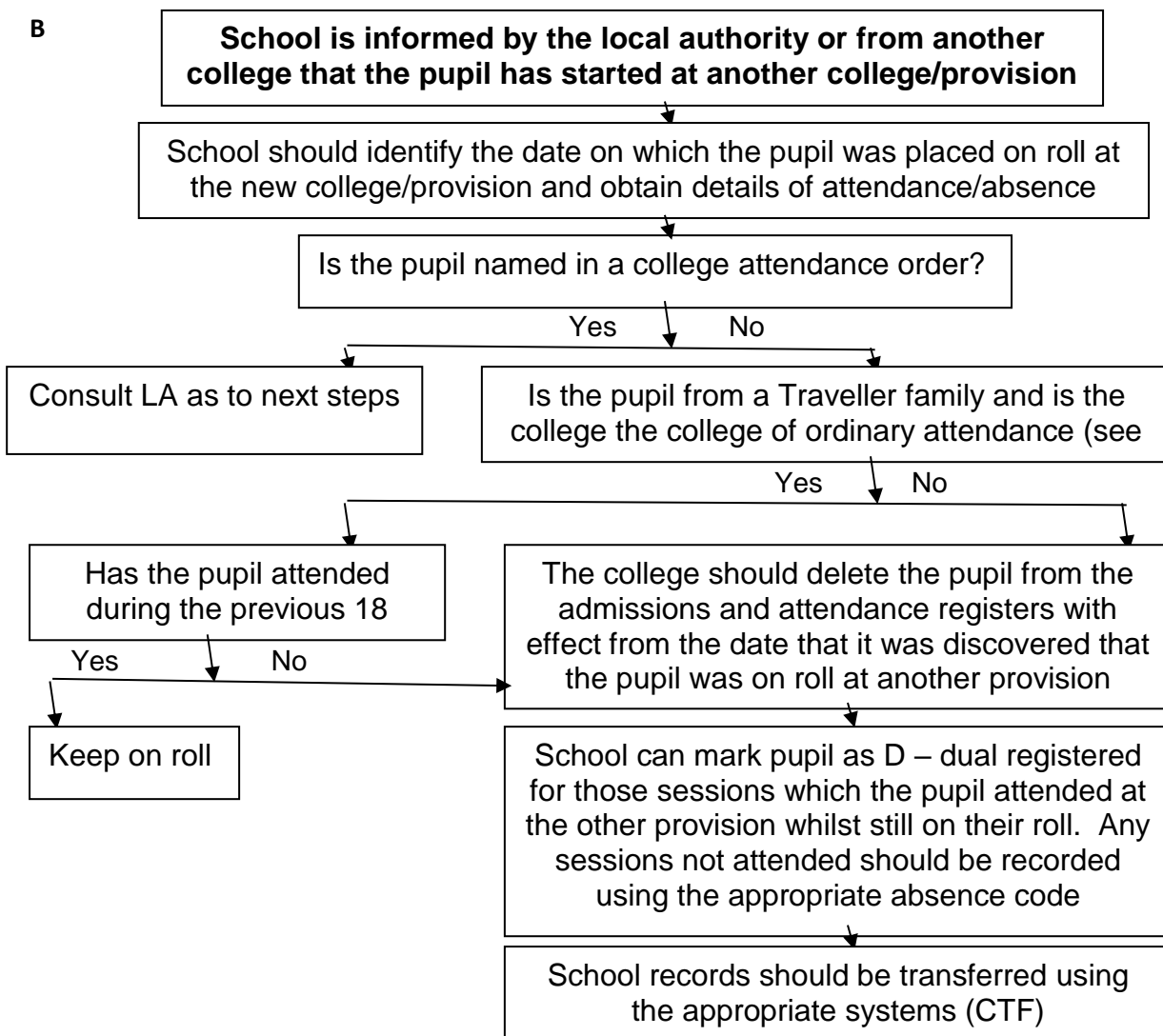
<i>Circumstance leading to consideration for 'off rolling'</i>		Procedure to be followed: see appendices	Page No.
1.	Pupil does not attend on or after the expected start date	A	5
2.	School is informed by the local authority or from another college that the pupil has started at another college/provision	B	6
3.	School is informed that the pupil has been sentenced to a term of imprisonment	C	7
4.	Parent/carer informs the college that they are moving out of the area and provides details of the 'next' college	D	8
5.	Parent/carer informs the college that they are moving out of the area but does not provide details of the 'next' college	E	9
6.	Parent informs the college in writing that they are going to educate the pupil otherwise than at college	F	10
7.	Pupil has unauthorised absence for 10 consecutive college days and: <ul style="list-style-type: none"> ➤ The college has had no notification as to why this is the case, and ➤ The college has tried and been unable to contact parents in order to establish a reason 	G	11
8.	The pupil has been permanently excluded from the college	H	12
9.	The pupil has died	I	13
10.	The pupil is unable to attend due to significant medical issues	J	14

A



Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies in these cases:

8(n) where the pupil has been admitted to the college to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the college.



A school is a pupil's school of ordinary attendance if, during the immediately preceding 18 months, it is the school which the pupil attended during periods when their parents were not travelling in the course of a trade or business. If more than one school meets this definition, it is only the school that met it most recently.

Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies in these cases:

8(a) where the pupil is registered at the college in accordance with the requirements of a college attendance order, that another college is substituted by the local education authority for that named in the order or the order is revoked by the local education 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 college;

8(b) except where it has been agreed by the proprietor that the pupil should be registered at more than one college, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another college;

8(c) where a pupil is registered at more than one college, and in a case not falling within subparagraph (j) or (m) or regulation 9, that he has ceased to attend the college and the proprietor of any other college at which he is registered has given consent to the deletion;

8(n) where the pupil has been admitted to the college to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the college.

c

College is informed that the pupil has been sentenced to a term of imprisonment

The college should make contact with the Youth Offending Team and satisfy itself that:

the pupil has been sentenced and not just remanded in custody pending trial, OR

that the pupil is subject to an order of recall made by the Secretary of State

AND

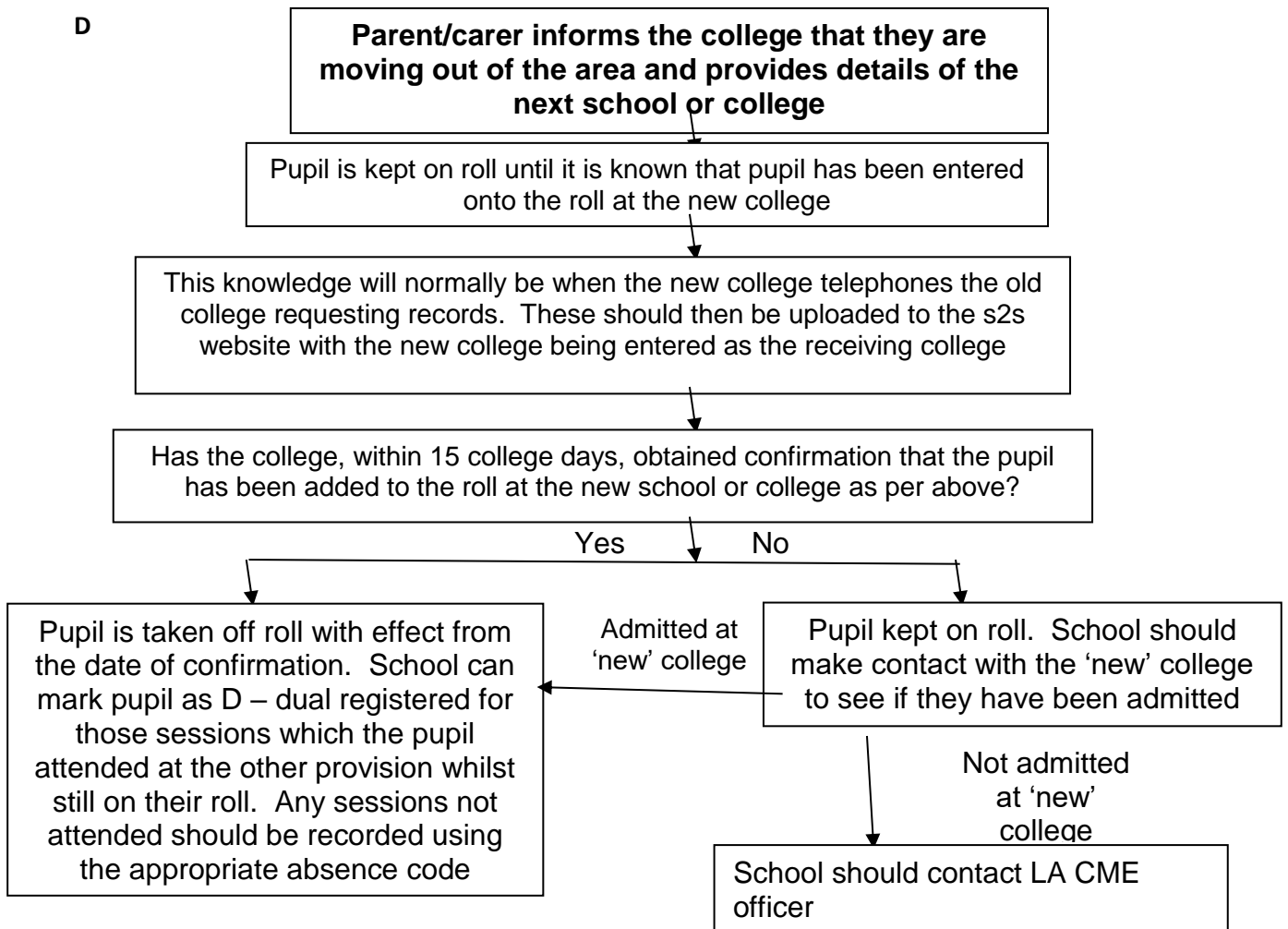
that the period of sentence/recall is for at least a four-month period, AND

there are no reasonable grounds to believe that the pupil will return to

The college must notify the LA as soon as it becomes aware of a pupil meeting the above criteria and before it removes the pupil from roll

Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies to these cases:

D



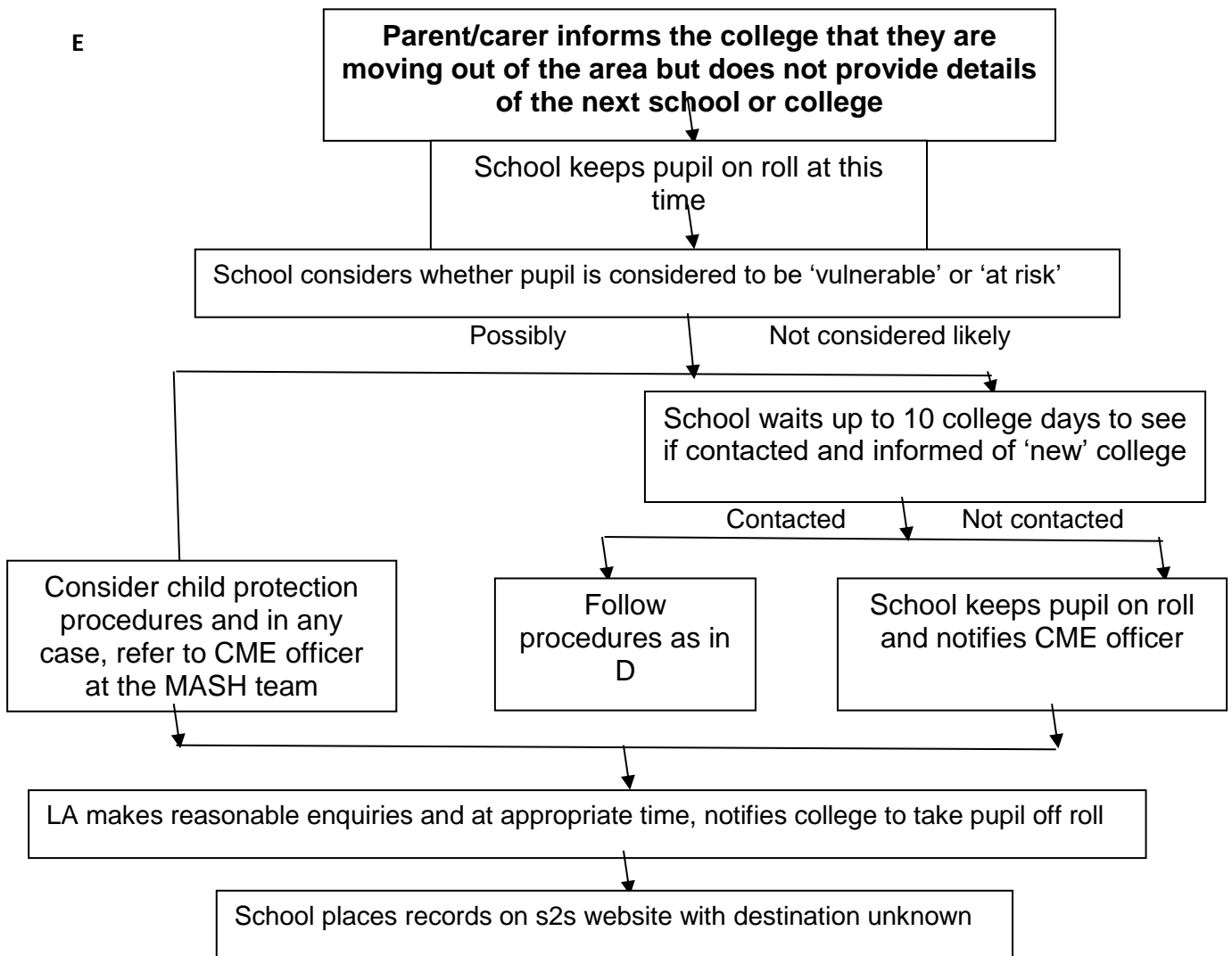
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E



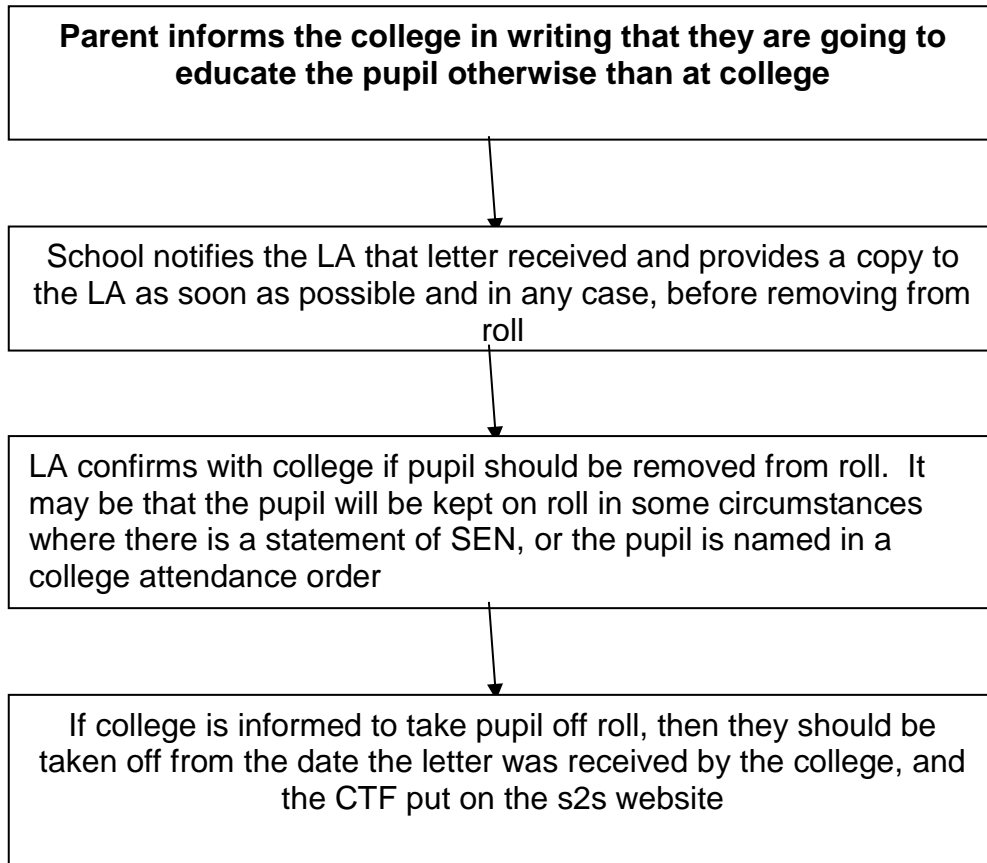
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8(n) where the pupil has been admitted to the college to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the college.

F



Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies to these cases:

G

**Pupil has unauthorised absence for ten consecutive college days and:
The college has had no notification as to why this is the case, and
The college has tried and been unable to contact parents in**



The college refers to their Attendance Officer who must make further investigations and produce a report detailing the steps that the college has undertaken in order to establish the reasons for absence.



Do reasonable enquiries provide evidence of the following?

- the pupil has more than ten days absence following an extended period of authorised leave and no known reasons can be ascertained for the continued absence, OR
- the pupil no longer ordinarily resides within a reasonable distance from the college, OR
- the pupil has been certified by the college medical officer as unlikely to be well enough to attend college before reaching college leaving age and neither the pupil nor parent has indicated an intention to attend college after ceasing to be of compulsory college age, OR
- the whereabouts of the pupil is unknown and he/she has had continuous unauthorised absent for twenty days or more and there are no grounds to believe the pupil was unable to attend due to sickness or unavoidable cause



Yes

No



LA advise the college to remove the pupil from roll
School posts records on s2s website
School ensures CME officer receives referral

School keeps pupil on roll.
AIO casework and/or First Response/referral to other agency

Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies in these cases:

8(n) where the pupil has been admitted to the college to receive nursery education, that he has not on completing such education transferred to a reception or higher class at the college

The pupil has been permanently excluded from the college

The college only removes the pupil from roll once the parent has completed the Independent Review process or until they have stated that they do not wish to request an Independent Review. In all such cases, the pupil must not be removed from roll until the LA has been notified

Attendance register

From the start of the first session following the Principal's decision to exclude until the commencement of full-time provision provided by the LA, the attendance register should show the letter E

From the start of the alternative provision until the date for taking off roll, the attendance register should show the appropriate code that represents the provision provided i.e. D – dual registered, unless the provision is an independent school or the LA is paying for the place following a permanent exclusion

College records should be forwarded as per LA procedures

Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies to these cases:

I

The pupil has died

Pupils are **not** to be taken off roll until the college has received confirmation from LA

Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies to these cases:

J

The pupil is unable to attend due to significant medical issues

School receives confirmation from the college medical officer that the pupil:

Is unlikely to be fit to attend the college due to medical reasons before ceasing to be of compulsory college age, AND
Neither the pupil or their parents have indicated an intention to continue into post 16 education

On receiving such notification, the college must inform the relevant LA officer before removing the pupil from the college roll

Having removed the pupil from roll, college informs the CME officer and places CTF file on s2s website

Sections on The Education (Pupil Registration) (England) Regulations 2006 which applies to these cases:

ST MICHAEL'S CATHOLIC COLLEGE ON ROLL ADMISSIONS PROCEDURE

2

When a pupil is admitted to the college part way through the college year (as a casual admission) the admission interview will normally be conducted by the Vice Principal or the Assistant Vice Principal, Inclusion.

Admission forms must be completed and parents/carers will be asked for a contribution to the governors' fund. Parents/Guardians will need to provide their child's passport and a proof of address for College records.

On interview/during the interview, a written exercise may be given to indicate the level of ability and written work e.g. previous report/exercise books looked at.

1. The senior teacher in charge of curriculum must be consulted and brought in to confirm the programme of study (because of grouping problems).
2. The relevant SLT member must be consulted re the appropriate grouping and target minimum grades must be set. Mr Richards to be informed for tracking. If a pupil is new to English we will attempt to admit them to a middle set in order to maximise their exposure to good spoken English.
3. If the child has special educational/behavioural needs or is suspected to have difficulties, the SENCO should be invited to interview. Assessment could be at a later date if the child is to start college immediately.

When the pupil joins the college, the appropriate Leader of Learning and Form tutor should ideally meet the pupil.

A college file must be set up with the date of enrolment recorded by the Admissions Secretary. The SIMS record must also be created.

If appropriate, an announcement would be made in briefing.

On Admission all students will receive an admissions pack containing:

1. The behaviour policy
2. Uniform outfitters details
3. The timetable
4. Log-ins and passwords for college email and Google classroom.
5. College calendar and major events list
6. Form for the Governors Fund

July 2023



Signed:

Date: 7th September 2023

Chair of the Curriculum Committee

Review Date July 2025

Additional References:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

<https://www.legislation.gov.uk/ukxi/2006/1751/made>

<https://www.southwark.gov.uk/schools-and-education/elective-home-education>

<https://www.southwark.gov.uk/childcare-and-parenting/children-s-social-care/family-early-help-feh/family-early-help-feh-strategy>

<https://www.southwark.gov.uk/childcare-and-parenting/children-s-social-care/child-protection/multi-agency-safeguarding-hub-mash>

https://southwark.proceduresonline.com/chapters/p_ch_miss_edu_protocol.html?printMe.x=19&printMe.y=5

<https://www.southwark.gov.uk/schools-and-education/schools-in-southwark/children-missing-from-education>

This policy / procedure document links to the following:

- Safeguarding policy
- Attendance Policy
- Admissions Policy
- Southwark EWO protocols: Intervention and Enforcement (see appendices 1 and 2)

This policy links to the following external agencies:

MASH hub
FEH service
EIT