



## **ST MICHAEL'S CATHOLIC COLLEGE OFF-ROLLING POLICY AND ADMISSIONS PROCEDURES 2025 - 27**

### **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 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

**As a college, we recognise that there 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 been registered at another school

**Ground B** - The pupil has not continued at the school following completion of nursery education

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

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

**Ground E** - The pupil had a school attendance order which has been revoked

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

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

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

**Ground I** - The pupil has been continually absent from school for 20 school days

**Ground J** - The pupil is detained under a sentence of detention

**Ground K** - The pupil has died

**Ground L** - **The pupil will be over compulsory school age and will not continue into the sixth form**

**Ground O** - The 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 ([MASH](#)).

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 A - 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 H – 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](mailto:Liam.amor@southwark.gov.uk) and [Anita.hawksley@southwark.gov.uk](mailto:Anita.hawksley@southwark.gov.uk)

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When

any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

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

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

In line with the DfE's 'Working together to improve school attendance', August 2024 and in accordance with School Attendance (Pupil Registration) (England) Regulations 2024, regulation 13(4) to (6); "a school must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave secondary school at the end of Year 11), unless the local authority has requested such information. Where a school notifies the local authority that a pupil's name is deleted from the admission register, as set out in regulation 13(4), the school must provide the local authority with the following information about the pupil from the admission register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admission register.

In order to fulfil this, as soon a member of staff hears that a pupil is leaving the college they should notify the appropriate Year team staff, the Attendance officer and SLT Attendance Lead. The Attendance officer will then direct Leaders of Learning to make initial enquiries with the student and parent/carer.

If it is found to be true that the pupil will be leaving school, the Attendance officer will follow up with a parent/carer officially, requesting the information above that is unknown, more specifically, where the pupil is moving onto and the reason for this.

The Attendance Officer will only begin the official off-rolling process when they have received written confirmation from a parent/carer and when the new educational institute has confirmed that the said child has enrolled at their establishment.

## **MISSING CHILDREN / CHILDREN MISSING EDUCATION (CME)**

*The [Southwark protocol](#) as updated in May 2022 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, 2021) states that; ‘children missing education: ‘particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, ‘honour’-based abuse or risk of forced marriage’.

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 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](mailto: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 access to the Family Early Help Service Education Inclusion Team (EIT) and should notify them of children who have been absent without authorisation for **ten days** or more, or earlier if they have concerns. The number for the EIT is 0—27 525 2714 or email [earlyhelp@southwark.gov.uk](mailto:earlyhelp@southwark.gov.uk).

The legal 'grounds for deleting a pupil from the school admission register' are set out in Children Missing Education statutory guidance (DfE, 2016). This states that where a child has been absent from school for more than 20 days the school may have grounds from removing the child from their register. However, this only applies if:

- The school 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
- the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

## 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](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.

## 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.
4. The Safeguarding team must be notified so that files can be requested in a timely fashion and therefore the child can be fully supported.

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

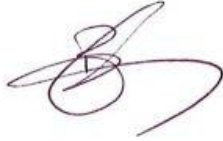
A college file must be set up with the date of enrolment recorded by the Admissions Secretary. The SIMS record must also be created.

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

**August 2025**



**Signed:**

**Date: 25/09/25**

**Chair of the Curriculum Committee**

**Review Date July 2027**

**Additional References:**

[Working together to improve school attendance \(applies from 19 August 2024\)](#)

[Children missing education Statutory guidance for local authorities August 2024](#)

[Working Together to Safeguard Children 2023](#)

[Southwark Children's and Adults Services - Children Missing Education Protocol \(2022\)](#)

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

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

<https://www.southwark.gov.uk/children-and-families/childrens-social-care/early-help/extra-early-help/school-and-education>

[Southwark CME referral form](#)

**This policy / procedure document links to the following:**

- Safeguarding policy
- Attendance Policy
- Admissions Policy

**This policy links to the following external agencies:**

MASH hub  
FEH service  
EIT