

This briefing note aims to summarise the duties held by all schools (Community, Voluntary Aided, Voluntary Controlled, Academy, Free Schools and Foundation Trust Schools) under the [Education \(Pupil Registration\) \(England\) Regulations 2006](#) (amended by [PRR 2016](#)).

In line with these regulations, all schools have a **legal duty** to keep both an *admission register* and an *attendance register* (Reg. 4)

Admissions register

In summary the Admissions Register (widely recognised as the 'school roll') **must** contain key information about a pupil, including name, date of birth, gender, address, contact details and parent's details (more information in regulation 5.1). Schools are statutorily required to add pupils to the Admissions Register from the day the child is expected to start at the school.

- For annual cycle children, this means all pupils allocated a place at the school **must** be added to the school roll from the day they are expected to start *regardless of whether they arrive on this date*.
- For in-year applicants, all pupils should be added to the admissions register from the date they have been advised they can start at the school *regardless of whether they arrive on this date*
- If any child does not arrive on the day they are expected to start, then the procedures for deleting a name from the Admissions Register **must** be followed

Attendance register

The Attendance Register **must** record at the beginning of the morning session and once during the afternoon session, for each child included on the Admissions Register, whether they are present, absent, attending an approved educational activity or unable to attend due to (prescribed) exceptional circumstances (Reg 6).

Deletion from the Admissions Register

The law permits children to be removed from the Admissions Register ('school roll') under 14 prescribed circumstances (Reg 8). Any person making additions to or deletions from the school admissions register should review the 14 prescribed grounds before any action is taken:

<http://www.legislation.gov.uk/ukxi/2006/1751/regulation/8/made>

Local Arrangements for Children Missing Education (CME)

For safeguarding purposes, there are instances where a referral to the Leeds City Council Children Missing Education (CME) team is required **PRIOR** to removal from a school roll. The CME team will authorise removal from roll in these instances.

Schools should make a referral to the CME team as soon as possible, but no later than when the child has been missing from school for 20 days, in the following circumstances:

- A child has left the country **regardless** of whether a new address and/or new school information has been provided
- There is reasonable evidence to indicate a child has moved out of the Leeds local authority area and their whereabouts are unknown.
- Where a child is reported, or believed, to have moved to a different local authority area but is not confirmed to be on a school roll in the new area.

- Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, reasonable enquiries have failed to establish the whereabouts of the pupil and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. (Please see Annex A, Leeds CME Guidance for further information).

Notification to the Local Authority

As part of the Government agenda to 'Improve information in identifying children missing education', amendments were made in 2016 to the 2006 regulations, which introduced into law, a **statutory requirement for all schools** (including Academies, Free Schools, Trust Schools and Faith Schools) to notify their Local Authority of all additions and deletions from the Admissions Register. This means that all schools in the Leeds area (including independent schools) are required to inform the Local Authority of ANY pupil who joins or leaves a school, within **5 school days** of the arrival or departure.**

To support schools to meet this requirement, the 'Pupil Movement Form' (Annex B) should be used to share this information with the Local Authority Admissions Team, regardless of whether a member of Local Authority staff has been involved in the decision making around deletion from register.

all pupils allocated a place to start Reception or Year 7 in September **must be added to the school roll. There is no requirement to notify the Local Authority of these additions to the roll as the allocations are taken as this evidence.

All pupils leaving school at normal points of exit (end of Year 6 and end of Year 11) can be removed by the school without the need to notify the Local Authority, **unless** the school has reason to believe that there is no confirmed onward destination, where the pupil is of statutory school age.