

School Pupil Removal Information - Updated for Use From 19 August 2024

Pupil Regs 9.1 from 19-08-24 - For 2024-25 academic year.

9.1 (a) The proprietor of a school must ensure that the name of a pupil of compulsory school age is deleted from the school's admission register when— (a)the pupil has been registered at another school, unless—

- (i) a school attendance order naming the school is in force in relation to the pupil;
- (ii) the pupil is a mobile child and the school is their main school; or
- (iii) the proprietor has agreed with a person with control of the pupil's attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school.

Moved to another school – i, ii, & iii caveats must all be met. (PREV Code b - reworded)

9.1 (b) the pupil was admitted to the school for nursery education and—(i)they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but (ii)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again.

School nursery child who doesn't get a place in Reception at the school (PREV Code n - reworded)

9.1 (c) the pupil is also registered as a pupil at one or more other schools and—

- (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;
- (ii) the proprietor of each other school where the pupil is registered has consented to the deletion;
- (iii) there is no school attendance order naming the school in force in relation to the pupil; and
- (iv) the pupil is not a mobile child or, if they are, the school is not their main school.

Where a child is dual registered and becomes single registered (REMAINS code c - reworded)

9.1 (d) a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school;

School attendance order has named a different school (PREV code a - re-worded)

9.1 (e) a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school.

School attendance order has been revoked as child now EHE (PREV code a - reworded and distinguishes between school & EHE).

9.1 (f) a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and— (i)that day has passed; and
(ii)there is no school attendance order naming the school in force in relation to the pupil.

Parents decide to EHE - No SAO in force (PREV code d - reworded)

9.1 (g) the pupil no longer normally lives a reasonable distance from the school and—
(i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and
(ii)the pupil is not a boarder.

Moved a significant distance away from the school (PREV code e - reworded)

9.1 (h) the pupil has been given leave of absence and—
(i)the pupil has not attended the school within the ten school days immediately after the end of the period of leave;
(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
(iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—
(aa)they have not succeeded; or
(bb)they have succeeded and 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.

Deletion due to Leave of Absence (PREV code f - reworded)

9.1 (i) the pupil has been continuously absent from the school for at least twenty school days and—
(i)none of the circumstances mentioned in [*Table 2 in regulation 10\(3\)](#) or in [any row of Table 3 in regulation 10\(4\)](#) other than the final three rows applied to the pupil at any point during that period;
(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
(iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—
(aa)they have not succeeded; or
(bb)they have succeeded and 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.

School & LA not able to locate the child after all reasonable enquiries have been made (PREV code h - reworded)

9.1 (j) the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence.

Serving a custodial sentence (PREV code i - slightly reworded)

9.1 (k) the pupil has died;

Child has died (PREV code j)

9.1 (l) the pupil will be over compulsory school age by the next time the school meets and— (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or

(ii) the pupil does not meet the academic entry requirements to be transferred to the school's sixth form.

End of Year 11 (PREV code k - reworded)

9.1 (m) the pupil is a boarder at the school and—

(i) the school is a school maintained by a local authority or is an Academy;

(ii) charges for the pupil's board and lodging are payable by a parent of the pupil; and

(iii) those charges remain unpaid by the parent at the end of the school term to which they relate.

Payment not received by school for board (PREV code o)

9.1 (n) the pupil has ceased to be a pupil at the school and the school is not:

(i) a school maintained by a local authority; or (ii)

an Academy.

Independent school deletion (PREV code l - slightly reworded)

9.1 (o) the pupil has been permanently excluded from the school.

Permanently Excluded (PREV code m)