



# **Children Missing Education Guidance Buckinghamshire Council**

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**Children's Services  
Education Entitlement Team**

**PROTOCOL FOR CHILDREN MISSING EDUCATION**

**Introduction**

As a Local Authority, we have a duty under section 436A of the Education Act 1996 to establish (so far as it is possible to do so) the identities of children in our area who are of compulsory school age but who are not registered pupils at a school or receiving some other form of suitable education.

This protocol is intended to inform Local Authority staff, schools, Headteachers, Governing Bodies and other agencies about how we minimise and prevent "Children Missing Education" (CME). It relates to children who are of Statutory School Age who do not currently have a school place, or their provision is unknown.

It should be read in conjunction with: Children Missing Education Statutory Guidance for Local Authorities, DFE August 2024. This protocol is part of a suite of documents used by Buckinghamshire Council to support our statutory duties (see Appendix C).

**Purpose**

The purpose of this document is to make sure that children not receiving a suitable education are identified quickly, and effective tracking systems and support arrangements are put in place.

Children not receiving a suitable education are at increased risk of a range of negative outcomes that could have long-term damaging consequences for their life chances.

Buckinghamshire Council is committed to ensuring that all pupils who go missing from schools in the County, or who disappear from other counties and may have arrived in Buckinghamshire, are speedily located, ensuring that:

- The whereabouts are known of all pupils who go missing, who move to other areas or who are lost from schools in Buckinghamshire.
- Partnership is established with other local authorities (LAs) and agencies to locate missing/lost pupils who may have moved across boundaries.

- Children Missing Education are identified, and that suitable provision is made for the child's educational needs.

## **Legislation & Guidance**

### **Deletion Return**

All schools (including Academies and Independent schools) should inform their local authority of any pupil who is going to be deleted from the admissions register at a non-standard transition point, no later than the day the pupil is removed from the register.

A full list of the grounds for deletion is prescribed in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. (Appendix B).

The school must provide the local authority with the following information from the admission register:

- the full name of the pupil;
- 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;
- 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 pupil's other school and when the pupil began or will begin to attend the school; and
- the ground for deletion under which the pupil's name has been deleted from the admission register. (see chapter 7 of 'Working together to improve school attendance' for guidance on grounds for deletion).

A Deletion Return form (Appendix F) must be completed unless the relevant information is sent via automatic data transfer processes (WONDE). The Deletion Return form is available on the Buckinghamshire Council website:

[Remove a pupil from the school roll | Buckinghamshire Council](#)

### **New Pupil Return**

All schools must make a return to the local authority within five days when a pupil's name is added to the admission register (a 'new pupil return'). Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point.

### **Attendance Return**

All schools must make a return to the local authority (an 'attendance return') with the full name and address of any pupil of compulsory school age who is not a boarder and has failed to attend regularly (excluding codes D, K, V or B) or has missed ten consecutive school days or more with their absence being recorded in the attendance register in ways statistically recorded as unauthorised absence.

## **Sickness Return**

All schools must also make a return to the local authority (a 'sickness return') where a pupil of compulsory school age has been recorded in the attendance register as absent using code I (illness) and the school have reasonable grounds to believe that the pupil will be, or will have been unable to attend school because of illness for at least 15 school days during the school year, whether consecutive or not.

Please contact the County Attendance Team for further guidance on attendance and sickness returns: [countyattendanceteam@buckinghamshire.gov.uk](mailto:countyattendanceteam@buckinghamshire.gov.uk).

Details of legislation and guidance relating to children missing education can be found at Appendix A.

## **Definitions of Children Missing Education**

Children Missing Education (CME) are:

“Children of compulsory school age who are **not on a school roll**, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.”

A child missing education is not the same as a child that goes missing.

A child missing education is also not a child who is on roll, but not attending. However, if the child's location is unknown or the parents are not contactable, the CME team should be contacted for advice and a referral could be appropriate.

There are many circumstances where a child may become missing from education, so it is vital that local authorities make judgement on a case-by-case basis.

## **Elective Home Education**

Some parents decide to provide suitable education for their children by educating them at home. These children are not considered CME. In Buckinghamshire the Elective Home Education (EHE) service keep a database of all children educated at home. The Elective Home Education Team can be contacted via [Home\\_ed@buckinghamshire.gov.uk](mailto:Home_ed@buckinghamshire.gov.uk).

If a child leaves your school to be Electively Home Educated, you must complete an EHE referral form. This is available on SchoolsWeb or by contacting the EHE team.

The child's CTF must be uploaded to MMMMMMM- outside of the maintained system.

## **Identifying Children Missing from Education**

Buckinghamshire Council has a duty to make arrangements to enable them to establish (as far as it is possible to do so) the identities of children residing in their area who are not receiving a suitable education. In relation to children, 'suitable education' means efficient

full-time education suitable to her/his age, ability and aptitude and to any special educational needs a child may have.

Where children have left a Buckinghamshire school with no known destination and are untraceable by professionals, along with children who may have moved from other LA areas to an unknown destination in Buckinghamshire, the Children Missing Education Officer will liaise with external agencies to trace them, although the responsibility for identifying and supporting CME cases is shared across all agencies and services.

Information about children not receiving a suitable education can be received from within local authority boundaries from colleagues within schools, members of the public, the local authority and other agencies or other local authorities around the country.

In respect of information sharing all services and agencies should follow the agreed procedures for information sharing laid down in the Buckinghamshire Multi-Agency Data and Information Sharing Protocol for Children and Young People.

The CME Officer will work with schools and other outside agencies to raise awareness of Children Missing Education and their roles in identifying and responding to the needs of children missing from education.

Many, if not all, local authority services and partners have some level of responsibility around the issue of Children Missing Education. Whenever anybody becomes aware of any child or young person who does not appear to have education provision, they should make a referral to the Children Missing Education Officer.

Members of the public are also encouraged to make referrals where they have reason to believe that a young person is not in education.

## **Notification and Referral Procedures**

The Children Missing Education Officer must be notified of any children thought to be missing from education by making an online referral:

[Refer a child not receiving a formal education to us | Buckinghamshire Council](#)

If you have any questions before making a referral, please contact the Children Missing Education Team:

01296 383098 / 01296 382091

Email: [childrenmissingeducation@buckinghamshire.gov.uk](mailto:childrenmissingeducation@buckinghamshire.gov.uk)

Once a referral is received the child's details will be checked against the Authority's pupil information system (ONE) and when a child has been confirmed as missing education, they will be added to the CME database.

The CME database comprises information on children:

- Identified as missing from education.
- Who have been removed from roll where future educational provision is unknown.
- Who have not started at a school following one of the key transitional points.
- Who are waiting for a school place (where appropriate, e.g. where the Buckinghamshire admissions team have not been able to contact the applicant, or where the application has taken longer than expected)
- Children who have moved into Buckinghamshire and do not have school applications processing by the Local Authority

## School Referrals

Deletions from the admission and attendance registers must be made in line with the provisions of The School Attendance (Pupil Registration) (England) Regulations 2024. Which can be found at: [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

These apply to all schools in England, including independent schools.

Where schools are notified by parents/carers that a pupil is to leave the school, every effort must be made to establish what arrangements are being made for the pupil's continuing education.

### When a child's school destination or new address is known

In the vast majority of cases the pupil will be transferring to another school, often one within the Local Authority. In these cases, schools should communicate with the new school to establish the date on which the pupil is to start so the date for deletion from the old school can be determined under Ground 9.1a. No CME referral is required under these circumstances. If a child is expected at a new school, the receiving school should place them on roll on the first date of expected attendance and follow up any non attendance as such.

If a child is known to have moved away (and this move is considered permanent), but no new education provision has been identified, the school can remove from roll under regulation 9(1)(g) of the School Attendance (Pupil Registration) (England) Regulations 2024 once the following conditions have been met:

- The new address (that is not a reasonable distance from the school) is updated on the school MIS)
- The school have written to the parent / carer to state the date that the child will be removed from roll (and that they must reapply for a place if they return)
- The school have completed a CME referral form if the move is within the UK
- The school have created a Common Transfer File using XXXXXXXX as the destination and uploaded this onto the S2S secure site so that the pupil's details can be stored in the Missing Pupils Database.

There is no need to wait for 10 school days before completing the CME referral, nor to wait for CME to agree the removal from roll.

For children who have **moved permanently overseas**, there is no requirement to complete a CME referral. However, if you have safeguarding concerns or reason to disbelieve the

information given, please contact the CME team ([childrenmissingeducation@buckinghamshire.gov.uk](mailto:childrenmissingeducation@buckinghamshire.gov.uk)) to discuss further.

It would be good practice to request a copy of the flight tickets as proof of the child leaving the country.

The CTF of a child moved overseas should be uploaded to MMMMMMMM - outside the maintained system.

Appendix E could be used to collect leaver information when children have moved away without an identified school place. Include this with your CME referral for moves within the UK.

### **When a child's school destination or new address is NOT known**

Schools and Local Authorities must work **jointly** to identify CME.

The following steps should be taken where no explanation for absence has been provided and schools are unable to contact the parents/ carers of the child (no immediate welfare concerns):

#### **Within First 5 Days**

- ✓ Check with all members of staff who the child may have had contact with.
- ✓ Check with the pupil's friends
- ✓ Telephone calls made to any numbers held in the school records
- ✓ Attempt telephone contact with all known emergency numbers
- ✓ Send emails to all known email addresses
- ✓ Speak to other agencies that have been working with the family – this is particularly important if the child has an allocated Social Worker or Family Support Worker
- ✓ Check with any schools known to have siblings or relatives on their roll
- ✓ Conduct a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so.

#### **Within days 5-10**

- ✓ Write to address of emergency contact (if known)
- ✓ Speak to your School Attendance Officer for advice: [countyattendanceteam@buckinghamshire.gov.uk](mailto:countyattendanceteam@buckinghamshire.gov.uk)
- ✓ Inform the parent/ carer of the child in writing that you are concerned about their unexplained absence from school and that a referral to the Children Missing Education Team may be required if no response is provided
- ✓ Repeat a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so.

#### **Day 10**

- ✓ Complete online CME referral form /contact CME Officer: [Refer a child not receiving a formal education to us | Buckinghamshire Council](#)



If the child is not located, (after 10 days of continual absence and where all initial checks have been completed) school should complete an online CME referral form and the accompanying CME tracking checklist. The Children Missing Education Officer will complete their procedures. Once all reasonable efforts have been made to find the child a decision will be made as to whether the child can be deleted from the register in line with current legislation. The CME team will advise when a child referred to them can be removed from roll.

## **Referrals other than from Schools**

Any referrals other than from schools can also be submitted using the online CME referral form.

## **Tracking Children Missing from Education**

The following processes are followed:

- Missing pupil database lists generated by the Children Missing Education Officer are monitored regularly.
- All cases are shared with the following services, teams and agencies as appropriate:

Teams within Buckinghamshire Council such as:

Elective Home Education

County Attendance Team

Admissions

SEN

Youth Offending Service

Education of Children in Public Care

Social Care / First Response

Alongside these services the Children Missing Education Officer will, where appropriate, liaise with the following teams in identifying, tracking and monitoring Children Missing Education.

Other Local Authorities

Primary Care Trust

Schools

Police Service

Housing Services

Community Safety Teams

Revenue & Benefits

Any other agency known to be involved with the family

Inland Revenue

UK Border Agency

In the case of children from families of those in the Armed Forces, the Children's Advisory Service (CEAS).

Additionally, the Children Missing Education Officer will attempt to make direct contact with the child's family by telephone, email, letter and home visiting. Enquiries will be made of any known emergency contacts held by a school, and where appropriate enquiries will be made of neighbours.

The Children Missing Education Officer will also carry out checks against the GIAP website.

## **Supporting Children Missing Education**

Once a young person has been found and they are without educational provision they will, in the majority of cases, be expected to join a mainstream school via the normal admissions process.

Where necessary the Local Authority's Admissions Fair Access Protocol will be used. This ensures the most vulnerable young persons are offered a place at a suitable school and that all schools in an area admit their fair share of children with challenging behaviour. Further information regarding school admission can be found at [School admissions | Buckinghamshire Council](#)

Where appropriate an Exclusions & Reintegration Officer will support this process.

Where the child has an EHC plan or Statement of Special Educational Needs, the case will be referred to the Special Educational Needs department. Schools should contact their attached officer or email [sen@buckinghamshire.gov.uk](mailto:sen@buckinghamshire.gov.uk) / telephone 01296 382269.

## **Child traced**

If a child has previously been referred to the Children Missing Education Officer and has now been traced, please send details to the Children Missing Education Officer as soon as possible so that records can be amended.

## SUMMARY OF THE CHILDREN MISSING EDUCATION REFERRAL PROCESS

Schools should make a referral to the CME team if:

- A pupil has moved permanently to a location in the UK that is no longer a reasonable distance from the school, but does not have a new school place confirmed
- A pupil has been missing from school for 10 school days, and the school has failed to locate the pupil after carrying out reasonable checks during this time

Schools should **not** make a referral to the CME team if the pupil is still known to be residing at the Buckinghamshire address but is not attending school. In this situation, the school's usual attendance procedures should be followed.

**In most instances, schools do not need to make a CME referral if the child is known to be overseas - they should continue to follow their usual non-attendance processes if the absence is temporary, or remove the child from roll under regulation 9(1)(g) if the move is permanent.**

Where there are attendance issues but no immediate safeguarding concerns, schools should follow their usual attendance processes and do not need to refer to First Response. Absence in itself without mitigating factors is unlikely to be a safeguarding concern.

In the event that absence from school raises a potential safeguarding risk and where there are immediate concerns for a child's welfare it is essential that action is taken without delay: [Child protection and safeguarding | Buckinghamshire Council](#)

Schools should contact the CME team via phone or email if they are unsure if they need to make a referral.

Agencies other than schools, and members of the public can also make a CME referral.

All referrals should be made via the online CME referral form and accompanied by a CME tracking form (Appendix D).

- When a referral is received by the CME team, the CME Officer will confirm from the tracking form that the school have carried out all preliminary enquiries. If these are not complete, the school will be asked to continue making checks.
- If the school has completed preliminary checks, the CME Officer will create a CME involvement against that pupil's record on the ONE database.
- The CME Officer will also check for any known siblings/social care/SEN involvement and contact the relevant schools/teams to share information.

- If the pupil's approximate location is known the CME team will take action as appropriate e.g. contact parent/carer; carry out a home visit; contact the CME team in the new location.
- If the pupil's approximate location is not known the CME team will undertake checks as appropriate e.g. address checks with health records, home visit to previous address, contact parent/carer, share details with other CME teams via S2S.
- The referrer should update the CME Officer with all relevant information subsequently received.
- If the missing pupil is located, the referrer will be notified, and the ONE database updated. If the referrer is a school, and the pupil is to be removed from roll, **the address must be updated correctly before removing from roll**. If you do not have exact address details (for example if the pupil has moved overseas) you can enter a generic 'moved overseas' address. Please contact your MIS support for any queries regarding how to update address information.
- If the missing pupil is not located and all preliminary checks have been completed by the CME team and school, the CME Officer will inform the school that the pupil can be removed from roll. The CME Officer will keep the referral open and carry out checks every 3 months with appropriate agencies.
- Once a pupil has been missing for over 1 year, checks with appropriate agencies will be made every 6 months, until the child is located or becomes school leaving age, whichever is sooner.

## APPENDIX A

### Associated Links

CME Guidance [Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/children-missing-education)

Attendance Guidance <https://www.gov.uk/government/publications/school-attendance>

Working together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Child abduction [PACT \(pactcharity.org\)](https://www.pactcharity.org)

International child abduction [International parental child abduction - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/international-parental-child-abduction)

Forced marriages [www.gov.uk/forced-marriage](https://www.gov.uk/forced-marriage)

HM Customs and Revenue [www.hmrc.gov.uk](https://www.hmrc.gov.uk)

Home Office [www.gov.uk/government/organisations/home-office](https://www.gov.uk/government/organisations/home-office)

Buckinghamshire Safeguarding Children Partnership [Home - Buckinghamshire Safeguarding Children Partnership \(bucksafeguarding.org.uk\)](https://www.bucksafeguarding.org.uk) UK Border Agency  
[www.bia.homeoffice.gov.uk](https://www.bia.homeoffice.gov.uk)

### Other departmental advice and guidance you may be interested in

Behaviour and attendance (including exclusions, bullying and alternative provision) [Pupil wellbeing, behaviour and attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/pupil-wellbeing-behaviour-and-attendance)

Child sexual exploitation [Child sexual exploitation: definition and guide for practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners)

Child trafficking

[Child abduction and cross-border child protection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/child-abduction-and-cross-border-child-protection)

School Admissions Code

<https://www.gov.uk/government/publications/school-admissions-code--2>

Elective Home Education guidelines <https://www.gov.uk/government/publications/elective-home-education>

Young runaways <https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>

## **Related legislation**

**School Attendance:** Education Act 1996 (section 7, 8, 14 & 19)

Education Act 2002 (section 21)

Education and Inspections Act 2006 (section 4 & 38)

School Attendance (Pupil Registration) (England) Regulations 2024

**Child protection:** Children Act 1989 (section 17 & 47)

Children Act 2004 (section 10, 11, 12 & 17)

Education Act 2002 (section 175)

## APPENDIX B

### Regulation 9 codes – legal reasons for removing pupils from the admission register

The Regulation 9 codes – referred to previously as the Regulation 8 codes in The Education (Pupil Registration) (England) Regulations 2006 – are the legal grounds on which schools can remove a pupil from their Admissions Register (school roll). The full details of the codes can be found in the [Working Together to Improve School Attendance](#) guidance.

If the removal from roll is not covered by one of the Regulation 9 grounds it can reasonably be considered off-rolling. While this practice is not always unlawful it is always unacceptable. Off rolling is defined by Ofsted as:

‘the practice of removing a pupil from the school roll without using a permanent exclusion, when the removal is primarily in the best interests of the school, rather than the best interests of the pupil. This includes pressuring a parent to remove their child from the school roll.’

School must record which of the grounds below they are doing so upon when removing a pupil from the school roll (deleting them from the Admissions Register). This must be included when notifying the Local Authority of your intention to remove a pupil from your roll.

<b>Deletion Code</b>	<b>Regulation 9 ground for deletion</b>	<b>Simple explanation</b>
9(1)(a)	Ground A - The pupil has been registered at another school	Child is now registered at another school (not as part of a dual roll agreement).
9(1)(b)	Ground B - The pupil has not continued at the school following completion of nursery education	Child is leaving your Nursery at the end of the academic year to start Reception class at another school in September or to begin education otherwise elsewhere.
9(1)(c)	Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion	Child was on dual roll at your school and another school. It has been agreed that child will now be on sole roll of the other school.
9(1)(d)	Ground D - The pupil has a School Attendance Order which has been changed to name another school	The pupil’s School Attendance Order has been changed and now names another school

9(1)(e)	Ground E - The pupil had a School Attendance Order which has been revoked	The pupil's School Attendance Order named your school, but the order has now been revoked.
9(1)(f)	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	Child has been withdrawn to be home educated. The Elective Home Education team must be informed using the EHE1 notification form (SchoolsWeb)  <a href="mailto:Home_ed@buckinghamshire.gov.uk">Home_ed@buckinghamshire.gov.uk</a>
9(1)(g)	Ground G - The pupil no longer normally lives a reasonable distance from the school	Child has moved too far to continue attending your school.  May also be used at the completion of the process to remove a pupil from roll who has been absent on extended, unauthorised leave if the school believe the pupil no longer lives within a reasonable distance (i.e. intends to stay abroad).
9(1)(h)	Ground H - The pupil has not returned following a leave of absence	Can only be used if a period of leave was initially granted and the pupil has not returned after this period has expired.  Child has been reported to Local Authority as CME and enquiries have failed to locate child.  Can also be used at the completion of the process to remove a pupil from roll who has been absent on extended, unauthorised leave if the school and LA believe the pupil no longer lives within a reasonable distance (i.e. intends to stay abroad).  School must have agreement of CME Officer to use this code and all reasonable checks must have been completed*
9(1)(i)	Ground I - The pupil has been continually absent from school for 20 school days	Child has been reported to Local Authority as CME and enquiries have failed to locate child.  Can also be used at the completion of the process to remove a pupil from roll who has been absent on extended, unauthorised leave



		<p>if the school and LA believe the pupil no longer lives within a reasonable distance (i.e. intends to stay abroad).</p> <p>School must have agreement of CME Officer to use this code and all reasonable checks must have been completed*</p>
9(1)(j)	Ground J - The pupil is detained under a sentence of detention	Child is detained (in prison), and school has reasonable grounds to believe they will not return to your school when they are released. This cannot be used if the pupil is remanded to custody while awaiting trial or sentencing.
9(1)(k)	Ground K - The pupil has died	The pupil has passed away.
9(1)(l)	Ground L - The pupil will be over compulsory school age and will not continue into the sixth form	Child is leaving school as they are now over statutory school age (end of Year 11) and will not be staying to complete sixth form. Must be referred to the Local Authority NEET team if no plans are in place and will become NEET (see SchoolsWeb: NEET Prevention and Tracking)
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	Only applies to boarding school maintained by the Local Authority. Pupil can be removed from roll if their boarding fees have not been paid by the pupil's parent/s by the end of the school term to which they apply.
9(1)(n)	Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school	<p>Only to be used by independent schools.</p> <p>Schools should try to confirm new school information, and make a referral to CME if this has not been possible.</p>
9(1)(o)	Ground O - The pupil has been permanently excluded from the school	<p>Child has been permanently excluded. The Local Authority Exclusion Team must be informed</p> <p><a href="mailto:exclusions@buckinghamshire.gov.uk">exclusions@buckinghamshire.gov.uk</a></p>

\* Pupils can only be removed from roll under Ground H or I with the agreement of the Local Authority. Please make a referral to the CME team.

## APPENDIX C

### Grounds for Deletion from the Admissions Register

The School Attendance (Pupil Registration) (England) Regulations 2024 state:

#### Deletion of names from admission register

9.—(1) 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;

**(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;

**(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;

**(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;**

**(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;**

**(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;

**(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;

**(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;

**(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;

**(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;**

**(k)the pupil has died;**

**(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;

**(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;

**(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; or

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

(2) If a registered pupil at a special school is of compulsory school age and became a registered pupil at that school under arrangements made by a local authority, the proprietor of that school must ensure that the pupil's name is not deleted from the school's admission register unless—

**(a) paragraph [\(1\)\(d\)](#), [\(e\)](#), [\(k\)](#) or [\(o\)](#) applies;**

**(b) the local authority who made those arrangements have given their consent to the deletion; or**

**(c) the local authority who made those arrangements have refused their consent but the Secretary of State has directed that the pupil's name be deleted.**

(3) The proprietor of a school must ensure that the name of a pupil who is not of compulsory school age is deleted from the admission register when—

**(a) the pupil is not a boarder and the proprietor does not have reasonable grounds to believe that they will attend the school again;**

**(b) the pupil is a boarder and has ceased to be a pupil at the school;**

**(c) the pupil has been continuously absent from the school for at least twenty school days and—**

- (i) the pupil was not absent with leave 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 has made reasonable efforts to find out the pupil's location and circumstances but—
  - (aa) has not succeeded; or
  - (bb) has succeeded and has no reasonable grounds to believe that the pupil will attend the school again;

**(d) the pupil has died; or**

**(e) the pupil has been permanently excluded from the school.**

## APPENDIX D Supporting Documents

- **Children Missing Education guidance** – to be found on Schools Web/Children Missing Education Page
- **Elective Home Education guidance** – to be found on SchoolsWeb/Elective Home Education page
- **Irregular School Attendance** – to be found on SchoolsWeb/County Attendance Team page
- **Home tuition guidance/referral document** – to be found at: [Home Tuition \(aspireap.org.uk\)](https://www.aspireap.org.uk) (<https://www.aspireap.org.uk/home-tuition.html>)
- **Exclusions and Reintegration guidance** – to be found on SchoolsWeb/Exclusions and Reintegration page
- **Reduced Timetable guidance** – to be found on SchoolsWeb/Exclusions & Reintegration page

**APPENDIX E**

**Children Missing Education (CME) tracking sheet for Schools**

Child's Name: \_\_\_\_\_ DoB \_\_\_\_\_

School Name: \_\_\_\_\_

Please note, this form **must** be completed in full for the referral to be accepted. If you have not carried out a particular action, please explain your reasons.

Within First 5 Days	Date Completed	Details
Check with all members of staff who the child/young person may have had contact with.		
Check with the pupil's friends		
Telephone calls made to any numbers held in the school records. (if this is an automated system please make telephone contact manually)		
Attempt telephone contact with all known emergency numbers.		
Send emails to all known email addresses		
Speak to other agencies that have been working with the family eg SEN, social care. <b>Please provide contact details here:</b>		
Check with any schools known to have siblings or relatives on their roll		
Conduct a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so.		

CME TRACKING SHEET FOR SCHOOLS

Child's Name: \_\_\_\_\_ DoB \_\_\_\_\_

Within days 5-10	Date Completed	Details
Write to address of emergency contact (if known).		
Speak to your School Attendance Officer for advice.		
Inform the parent/carer of the child in writing that you are concerned about their unexplained absence from school and that a referral to CME may be required if no contact is made.		
Repeat a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so.		
Day 10: Complete online CME referral form /contact CME Officer		

## APPENDIX F

Suggested form for collecting leaver information:

Name of Child/ Children	
Class/es	
New address	
Date of move:	
<p>Have you provided evidence of the new address?</p> <p>E.g. council tax/utility bill/tenancy agreement etc</p> <p>If moving overseas, please share a copy of the flight tickets.</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Have you been advised that your child will be removed from roll due to distance, and if you return to Buckinghamshire you will have to reapply for a school place?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Have you applied for a school in your new area?</p> <p>Please give details of the schools applied for, or reasons why you have not yet applied:</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>



## APPENDIX G



### DELETION RETURN

School Attendance (Pupil Registration) (England) Regulations 2024 require that all schools (including independent schools) inform their Local Authority whenever a compulsory age pupil leaves a school at non standard transition times before completing the school's final year, no later than the time they are deleted from the register.

Please send the form via Secure Mail Transfer (Anycomms) using the file type "Removal From Roll Notification"



Alternatively, you can email the form to: [removalfromroll@buckinghamshire.gov.uk](mailto:removalfromroll@buckinghamshire.gov.uk)  
[Please ensure that you password protect / encrypt any emails containing pupil data](#)

#### **Pupil/ School Details** (sections marked \* are compulsory)

School / Academy name*
Pupil legal first name*
Pupil legal surname*
UPN (if applicable)
Date of Birth*

#### **Pupil Residency** (sections marked \* are compulsory)

You must confirm the pupil's new address and the details of all parents/carers who will reside at the same address as the child.

Address*
<p>If applicable, future address:</p> <p>*Please note, if the Ground for Removal is 9.1G (distance), this <b>must</b> be completed and the new address added to the pupil's record on your MIS.</p> <p>You must also give a date that the pupil will begin living at the new address. <span style="float: right;">Date:</span></p>
<p><b>For parent/ carer the pupil is to reside with:</b></p> <p>Parent / Carer's legal first name *</p> <p>Parent / Carer's legal surname *</p> <p>Telephone number(s) *</p> <p>Email address</p>
<p><b>Other parent/ carer</b></p> <p>2<sup>nd</sup> Parent / Carer's legal first name</p> <p>2<sup>nd</sup> Parent / Carer's legal surname</p> <p>Telephone number(s)</p> <p>Email address</p> <p>Parent/ carer address if different to the pupil's</p>

**Transfer Details** (sections marked \* are compulsory)

A child can only be removed from school roll if a ground from the School Attendance (Pupil Registration) (England) Regulations 2024 has been met. It is illegal to remove a child from roll unless one of these circumstances apply.

Not complying with these legal requirements might constitute a failure to take reasonable actions to protect a child.

Date taken off Roll*	<p>Please note, the pupil's leaving date must reflect the actual date of removal from roll, it is considered unlawful to backdate a leaving date.</p>
<p>Ground for removal* (delete as appropriate)</p>	<p>9(1)(a) The pupil has been registered at another school</p> <p>9(1)(b) The pupil has not continued at the school following completion of nursery education</p> <p>9(1)(c) The pupil is also registered at one or more other schools and the other schools have agreed the deletion</p> <p>9(1)(d) The pupil has a School Attendance Order which has been changed to name another school</p> <p>9(1)(e) The pupil had a School Attendance Order which has been revoked</p> <p>9(1)(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>9(1)(g) The pupil no longer normally lives a reasonable distance from the school</p> <p>9(1)(h) The pupil has not returned following a leave of absence and the LA have agreed they can be removed from roll</p> <p>9(1)(i) The pupil has been continually absent from school for 20 school days and the LA have agreed they can be removed from roll</p> <p>9(1)(j) The pupil is detained under a sentence of detention</p> <p>9(1)(k) The pupil has died</p> <p>9(1)(l) The pupil will be over compulsory school age and will not continue into the sixth form</p> <p>9(1)(m) The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid</p> <p>9(1)(n) The pupil has ceased to be a pupil at an independent school or non-maintained special school</p> <p>9(1)(o) The pupil has been permanently excluded from the school</p> <p>Please note:</p> <p>- If the pupil is removed from roll due to moving away (but has not yet started at a new school), please confirm the move with the new LA before removing, or refer the pupil to CME for follow up (please use the online CME referral form - on SchoolsWeb or the Buckinghamshire Council CME webpages <a href="#">Children missing education   Buckinghamshire Council (buckscc.gov.uk)</a> )</p>

	If the pupil is removed from roll to be home educated, please complete an EHE1 form (available on SchoolsWeb or by emailing <a href="mailto:home_ed@buckinghamshire.gov.uk">home_ed@buckinghamshire.gov.uk</a> )
New school name and postcode/DfE number  (* this must be completed if the ground for removal is 9.1a, c or d)	
Start date  (* this must be completed if the ground for removal is 9.1a, c or d)	
Please give any further details if relevant	

This form has been completed by:

Name	
Role	
Email address	
Phone number	