

## DELETING PUPIL FROM SCHOOL ROLL

Child does not attend school. School makes Initial reasonable enquires to attempt to contact the family.

**Please note: if there is social care involvement or child protection then the Local Authority and linked social worker should be informed immediately**

### **WHEREABOUTS UNKNOWN/ DESTINATION NOT CONFIRMED**

School contact the Local Authority using the **'CME Request for LA EWO Intervention Form (Independent Schools)'** and the EWO and school will work together to continue to carry out reasonable enquires to identify child's whereabouts.

After four weeks should such efforts prove unsuccessful then the school, in consultation and agreement with the Education Welfare Officer, should remove the child's name from its roll and create a "missing" common transfer file (CTF) with XXXXXXXX as the destination.

The EWO/School will notify the Central CME administrator that a child is missing from education so an open CME Involvement can be opened on the LA Database (ONE).

[cme@cambridgeshire.gov.uk](mailto:cme@cambridgeshire.gov.uk)

### **DESTINATION CONFIRMED**

If you are aware of the pupil's destination and have confirmation of the new educational placement **and** that the pupil has started the new provision, the school is required to complete

**'The deletion from register – destination confirmed form'** and send completed to:

[CME@cambridgeshire.gov.uk](mailto:CME@cambridgeshire.gov.uk)

#### **Home Education**

When a parent elects to home educate the school not the parent has a legal duty to notify the Local Authority and we now require the following to be completed and sent along with a copy of the signed parent letter to the Elective Home Education Officer at [ElectiveHome.Education@cambridgeshire.gov.uk](mailto:ElectiveHome.Education@cambridgeshire.gov.uk)