



Telford & Wrekin
Co-operative Council

Telford & Wrekin

Policy & Procedure for: Children Who are Absent from Education

This guidance encompasses:

- Children Missing Education (CME)
- Children Not Receiving Education (CNRE)

This document is written in line with recommendations from:

- *Working Together to Improve School Attendance – DfE August 2024*
- *Keeping Children Safe in Education, DfE Guidance - September 2025*
- *Children missing education: statutory guidance for local authorities and schools - September 2025*
- *Summary of Responsibilities for Children Missing Education September 2025*
- *The Education (Pupil Registration) (England) Regulations 2024*
- *Parental Responsibility Measures for School Attendance and Behaviour, - DfE Guidance - January 2015*
- *Supporting Pupils at School with Medical Conditions DfE Guidance - Dec 2015*
- *Section 436A of the Education Act 1996*
- *School Inspection Handbook - Ofsted – November 2025*
- *School inspection operating guide for inspectors: for use from November 2025*
- *Inspection information for state-funded schools: for use from November 2025*
- *Telford and Wrekin Coordinated In-Year Admissions Scheme*
- *Telford and Wrekin Section 19 Policy June 2025*

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Introduction

The Education Act 1996 states that all children, regardless of their circumstances are entitled to an efficient, full-time education which is suitable to their age, aptitude, and any special needs they may have. We use the following classifications locally to aid monitoring and tracking:

Definitions: Details of which are explained in Appendix 1 - Definitions of Children Who are Absent from Education

1. Children Missing Education (CME)

This is a national definition and covers children who are of compulsory school age who are not registered pupils at a school and are not receiving education.

2. Children Not Receiving Education (CNRE)

This is referenced in Keeping Children Safe in Education 2025 and includes all pupils who are **on a school roll**, but who are missing education for a number of reasons, including but not limited to, persistent absence or severe absence, children who receive a modified timetable and children who have not attended school for a period of time.

Our pledge

Telford and Wrekin Local Authority (LA) is committed to ensuring that every child of compulsory school age receives a good quality full time education.

Young people who grow up to be adults who lack qualifications face a difficult path, especially when trying to find employment. We owe it to all of them to ensure they are given every chance to succeed and stay safe. *Children Missing Education are at significant risk of underachieving, having poorer health outcomes, being victims of harm, exploitation or radicalisation, and becoming not in education, employment or training (NEET) later in life.* ([Children Missing Education: Statutory Guidance for Local Authorities and Schools - September 2025](#)).

The purpose of this policy is to set out the clear procedures for schools and academies, free schools and independent schools, Telford and Wrekin LA and partner agencies to follow to ensure that those children who are absent from education are tracked and are receiving education.

Whilst this document has a focus on processes and systems within the LA, the work should be seen within the context of the wider remit of all agencies to safeguard the welfare of all children, this includes working together to provide support to encourage and ensure access to education.

It remains the responsibility of schools to follow appropriate procedures and employ a range of strategies to work towards children returning to school as quickly as possible if there are periods of absence. Each school has its own Early Help Offer, which will be detailed in the School Attendance Policy and/or on the school website.

Legal Framework

The European Convention for the Protection of Human Rights and Fundamental Freedoms, Article 2 of the protocol No 1 states: 'No person shall be denied the right to education.'

Section 436A of the Education Act 1996 requires all LAs to make arrangements to establish the identities of children of compulsory school age in their area who are not registered pupils at a school and are not receiving a suitable education, otherwise than at school.

Regulations 9(h) and 9(i) of **The School Attendance (Pupil Registration) (England) Regulations 2024**, as amended, place a duty on schools and LAs to jointly carry out reasonable enquiries to try to locate pupils absent from school whose whereabouts are unknown.

The Department for Education's statutory guidance '**Children Missing Education: Statutory Guidance for Local Authorities and Schools**' reiterates this expectation, stating that there is a duty for schools to complete reasonable enquiries. In addition, the guidance states that regardless of their circumstances, the law entitles every child of compulsory school age to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. No single individual at a school, local authority or related service can have a full picture of a child's needs and circumstances. Therefore, anyone who comes into contact with children not in education has a role to play in identifying concerns, sharing information and taking prompt action to help in the identification and support of CME.

What is compulsory school age?

A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March: if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 of December, then they are of compulsory school age on 31st December.

A child continues to be of compulsory school age until the last Friday of June in the school year that they reach 16.

Safeguarding

All schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences.

This guidance **does not** replace any Child Protection and Safeguarding procedures. Existing safeguarding procedures are fundamental and should be observed at all times.

Delay is unacceptable and the welfare of the child is paramount. If there is good reason to suspect that pupil's absence may be the result of them being a victim of a crime, a referral to the police should be made by phoning 101. If you suspect that a child may be "missing" (other than missing education) or believe that the child is at significant risk of harm, please contact Family Connect on 01952 385385 or by email familyconnect@telford.gov.uk.

This protocol applies to pupils whatever their educational provision, which includes alternative provision, regardless of where they are on roll. The school where the pupil is on roll is responsible for monitoring the pupil's attendance, just as they have a responsibility to monitor the safeguarding of the pupil.

Referring Pupils who are CME or CNRE

It is recognised that schools and professionals need a straightforward referral process and as a result we have simplified our referral procedure. All referrals from schools will be made via the SAM portal on the Synergy MIS system which will encompass all these categories. Schools refer for both categories on the same referral form; referrals will be triaged and categorised by LA officers. Referrals will be accepted by other Local Authority's or professionals via childrenmissingeducation@telford.gov.uk. Members of the public with concerns for a child's welfare should continue to contact Family Connect for advice. The Local Authority aims to open new referrals within seven days.

We ask that schools note that the LA may require additional information to successfully track and locate missing children. In addition, the LA report information relating to vulnerability factors in the DfE data collection, therefore these are reflected on the electronic Synergy referral form.

1. Children Missing Education (CME)

Children may be 'missing' education for a number of reasons. These are children who are not registered pupils at a school and are not receiving education.

CME also includes Electively Home Educated (EHE) pupils where that education is deemed unsuitable. Once deemed unsuitable these children are closed to the EHE team and should be classed as CME.

- Section 436A of the Education Act 1996 is a duty on the local authority to establish if a child's education is suitable.
- Section 7 of the Education Act 1996 provides that: the parent choosing to EHE provides full time education suitable to his/her age, ability, aptitude and to any special educational needs, s/he may have. If this is found to not be the case, they are deemed "unsuitable" and should be classed as CME.

Please see Appendix 1 which contains definitions of categories and examples of pupils who are CME and those that are not CME.

If the host school believes a pupil to have moved out of area or abroad and do not have information regarding a new school, **they must use the CME referral form on Synergy to refer the pupil as a CME.** There is no requirement to wait for ten days, however, the school should complete the reasonable enquiries section of the referral.

In cases where a child's whereabouts are unknown, schools must not remove the pupil from the school roll without the agreement of the CME tracking officer; please note that this may take up to 20 days. During this time, the pupil remains the responsibility of the school. The school must demonstrate that they have made 'reasonable attempts' to locate the pupil (please see flow chart appendix 2). In referring the pupil, schools are asked to provide as much information as possible. This includes contacts held on school system for the child, outcomes of home visits/emails/telephone calls.

The CME Officer will make regular enquiries with other agencies and LAs to attempt to locate the pupil. In cases where the child has been located in another LA, they will take over the duty to track into education. The CME officer will ensure that the referrer is informed when the case is closed to Telford and Wrekin and the outcome.

The CME Business Support Officer will:

- Accept the referral on Synergy and allocates to CME Officer
- Record on Protocol/VLS that the case is open as a CME.
- Record the pupil details on the CME Register

The CME Officer will complete proportionate checks to ascertain the location of the child. These include:

- Liaise with Family Connect and Social Care if appropriate.
- Check local databases within the LA.
- Make contact with other LAs where information gathered suggests they have relocated, or the child is known to have previous associations.
- In the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Educational Advisory Service (on 01980 618244) if the child's family is in the Armed Forces
- In the cases of children of asylum seekers make contact with SERCO
- Make continued enquiries with extended family and neighbours
- Contact social housing providers and private landlords, PCT, Benefits Agency, Police, Admissions teams and other agencies as required
- Check with Health agencies
- Check with UK Visas and Immigration and/or the Border Force
- Email Admissions@telford.gov.uk if child is found to be on roll (LA not informed)
- Where appropriate, CME pupils are considered for inclusion at the LA internal educational multi agency meeting 'Ensuring Access to Education for All' (EAEA) where cases are regularly reviewed, tracked and monitored for pupils who are not in receipt of education.

Once school have removed the pupil from roll, CME pupils continue to be tracked and monitored by the LAs CME Officer. When the location of the child is established to be within Telford and Wrekin, the CME Officer will satisfy themselves that the child is receiving a suitable education. This would normally be through them being allocated a school place, The CME Officer will provide support to ensure the child successfully transitions into their allocated school. Where a child is located outside of T&W, the CME Officer will take appropriate action to ensure the relevant LA are informed. Where a child has moved overseas, the CME Officer will make efforts to establish an address and educational provision. Where this is not possible, and it has been confirmed by UK Visas and Immigration and/or the Border Force that the family has left the UK, and there are no safeguarding concerns, the case will be closed.

2 Children Not Receiving Education (CNRE)

Schools have a statutory responsibility to notify the LA of children who are registered on a school roll but have not attended for more than 10 consecutive school days. The pupil remains the responsibility of the school. The referral form should be completed electronically on Synergy.

Where extended absence is caused by sickness, it is expected that schools will inform the LA via the DfE sickness return. Schools must be mindful that this is not a request for service, it is a data return. If a child or school requires support, they must complete the appropriate referral to Medical Needs medicalneeds@telford.gov.uk as highlighted in Telford and Wrekin Council's Medical Needs Policy.

It is acknowledged that the majority of these children will return to school within a short timeframe. In some situations, a child's circumstances may change and their whereabouts become unknown; in such cases these children will become CME.

Please see Appendix 1 which contains definitions of categories and examples of pupils who are CNRE

If any school, academy or alternative education provider identifies a pupil as a CNRE they should:

- Refer to flow chart: Schools Flow Chart for managing CME and CNRE appendix 2.
- Complete the referral via the SAM portal.
- Consider the school's own Early Help offer or alternatively whether a LA Early Help assessment is appropriate.
- Consider a referral to Family Connect if the child is considered to be at risk of significant harm.
- Follow any advice or guidance from the LA to resolve the situation.
- Be aware of preparing for legal intervention after liaison with AST for non-school attendance.
- Complete 'request for information' spreadsheet every 3 weeks as required by the LA.

Upon receipt of the referral form the Local Authority will:

- Update the information on the Vulnerable Learner Status workspace of Protocol. CME Officer is added as an involvement for the child to enable partnership working.
- CME officer will check current involvements for child and share up to date information.
- Where appropriate CNRE pupils are considered for inclusion at the LA internal educational multi agency meeting 'Ensuring Access to Education for All' (EAEA) where cases are regularly reviewed, tracked and monitored for pupils who are not in receipt of education.
- Track pupils expected return to school dates, ensuring they have resumed educational provision before closing the case.
- Report the data relating to CNRE & CME to SLT on a monthly basis.

Parents' Responsibilities

Parents have a responsibility to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their child at home and may withdraw their child from school at any time to do so unless they are subject to a School Attendance Order.

Schools Responsibilities

The DfE statutory guidance [Children Missing Education: Statutory Guidance for Local Authorities and Schools](#) placed additional requirements on schools and LAs in terms of timely information sharing when pupils are added to or taken off a school roll. Schools should refer to the DfE document [Summary of responsibilities for children missing education: Statutory guidance for local authorities, maintained schools, academies and independent schools](#) which summarises the responsibilities to prevent, identify and support children missing education for parents, schools, academy trusts and governing bodies, and local authorities which are outlined in the children missing education statutory guidance.

In line with statutory guidance, schools **MUST** record pupils on the admission register from the first day the school has agreed, or been notified, that the pupil will attend. The pupil should be added to the school roll within 10 days of allocation, either through an in-year application, an appeal, or the Fair Access Panel (FAP). If a parent or carer does not engage with the admissions process, the school must refer the case to the Local Authority as Children Missing Education (CME). Schools are required to update the SAM portal by entering the pupil's start date within five days of attendance and ensure vacancy information is kept accurate. For further details, see Appendix 5 and refer to the [Co-ordinated In-Year Admissions Scheme \(Telford & Wrekin Council\)](#).

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#) states that a pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

It is the responsibility of the school where the child has been allocated a place to make enquiries with the parent if the child does not attend. If, after making reasonable enquiries the school has not been able to locate the child then a referral to CME should be made by the school via the SAM Portal (Synergy).

Schools must:

- Monitor attendance closely and address poor or irregular attendance.
- Notify the LA where a pupil has been absent for 10 consecutive school days.
- Make reasonable enquiries if a pupil's whereabouts are not known (see Appendix 2 for examples of reasonable enquiries).

Schools must keep the admission register accurate and up to date. Schools have a responsibility to encourage parents to inform school staff of any changes to personal details whenever they occur. This can be through a variety of means, including existing communication channels such as regular emails and newsletters.

All schools are required to notify the LA within 5 days when a pupil's name is added to the school roll at a non-standard point by updating the "on-roll indicator" on the School Access Module (SAM).

Withdrawing a pupil from the school roll

In accordance with [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#), schools must also notify the LA of any pupil whose name is to be removed from the school roll at a non-standard point under any of the specific grounds set out in the Pupil Regulations, as soon as that ground is met and no later than five days after the pupil's name has been removed from the admission register. This does not apply to standard transition points. Schools must use the D1 form, completed on Synergy.

The notification to the LA must include all content as requested on the D1 form:

- (a) the full name of the pupil,
- (b) the full name and address of any parent with whom the pupil normally resides,
- (c) at least one telephone number of the parent,
- (d) the pupil's future address and destination school, if applicable, and
- (e) the ground in regulation 9 under which the pupil's name is to be removed from the admission register (see Appendix 6)

Parents have the right to withdraw their child from a school roll and take responsibility for Elective Home Education (EHE) for their child under Section 7 of the Education Act 1996

- School should contact the Advisory Team for Elective Home Education & GRT to arrange a Multi-Agency meeting (MAM) before a pupil is removed from roll
- The parent can refuse to attend the MAM, but it should continue with the school and Advisory Teacher for EHE
- Schools will be informed that if the education is subsequently deemed unsuitable the child will return to the school

Where a family has relocated and cannot be traced, the school must refer to Managing CME and CNRE flow chart Appendix 2 for pupils who have moved out of borough and pupils on roll and not attending.

Prior to removing the child from a school roll, the school should:

- a) note that all deletions from the admissions and attendance registers must be in line with the Regulation 9 [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- b) contact the CME officer for advice before removing a child's name from a school roll where the pupil is not known to have been admitted to a new school.

Off Rolling:

Withdrawing a pupil from a school roll must not be confused with 'off-rolling'.

In the Ofsted guidance: [Inspection Information for State-Funded Schools: for use from November 2025](#), off-rolling is defined as:

Where leaders take any of the following decisions, and do so in the interests of the school, rather than of the pupil(s) in question:

- *removing a pupil from the school roll (such as by moving them to AP) without a formal, permanent exclusion (this may be an unlawful exclusion) or intentionally not following regulations when carrying out a permanent exclusion*
- *preventing a pupil on the school roll from attending school normally without a formal suspension, for example by sending them home or placing them on a part-time timetable (this may be an unlawful suspension)*
- *placing pressure on a parent to remove their child from the school roll*
- *placing pressure on a post-16 student not to continue with their course of study*
- *not allowing a pupil to attend school normally, without a formal permanent exclusion or suspension*

[The School Inspection Operating Guide for Inspectors: for use from November 2025](#) states that if evidence of off-rolling is found, it will be addressed as follows:

If you [inspectors] find evidence of off-rolling, address this in the report card.

You [inspectors] do not need to decide whether an action is lawful. Instead, you [inspectors] should consider whether it meets Ofsted's definition of off-rolling. Take into account the context of the decision(s) and the integrity of leaders' actions.

Be clear about what impact off-rolling has had on the pupils involved, and on the school. If you [inspectors] determine that the school has been off-rolling, the leadership and governance evaluation area will likely be graded 'urgent improvement'.

Responsibilities of other Teams within Education & Skills:

Other teams within the Local Authority's education service (for example Admissions, SEND, and the Virtual School) will be monitoring and tracking children within their remit who are without a school place and therefore are CME. These teams will also be monitoring and tracking children within their remit who are CNRE.

Where there is an expectation that the CME Officer will undertake specific intervention activity, the relevant team should make a referral for an individual case. The referral must be specific in detailing what is required from the CME Officer. Each team will additionally be responsible for monitoring and tracking children within their remit who are not accessing education in the usual way and who may be CME or CNRE.

Information should be shared monthly relating to any pupil who fall into the CME or CNRE categories in order that the wider Local Authority responsibilities for tracking and data analysis can be undertaken. All teams should share their data with the relevant officer on a monthly basis regardless of whether they are placed in or out of the borough.

Unsuitable EHE: See Flowchart - Appendix 3

This flowchart states that when a child is deemed unsuitable EHE, they are closed to the EHE team and opened to the CME list for tracking and monitoring. The School Attendance Order process may begin at this stage. The EHE Advisory teachers complete a referral via Synergy and add the child details to the EHE unsuitable on the CME register. The progress for these children will continue to be monitored within monthly meetings between CME officer, EHE Officer and Court Support Officer.

Admissions:

Where the Admissions Team are aware of any case that requires intervention and support from the CME Officer, they should make the referral. Where it is found a child is already on roll at a school, the CME Officer will inform the Admissions Team who will advise the school to enter the admission on the SAM portal in line with school's statutory duties.

Additionally, the Admissions Team review on a weekly basis all children open to them who do not have a school place and who are either awaiting a place to be allocated or have been allocated but have not yet started at school.

These spreadsheets are held on an Admissions SharePoint and are available for data collation as required.

Virtual School:

Virtual School will record information regarding CME children open to them on synergy. Information is also held on VS SharePoint and will be shared for data collection purposes on a monthly basis.

SEND:

All SEND unplaced pupils should be recorded on Synergy, with the team responsible being SEND. Children who are CME but have an EHCP may be open to the CME officer but remain the responsibility of the LA SEND officer. The SEND officer will identify a suitable school placement and undertake any necessary contact with the family, including home visits, during the time that they are out of education.

Pupils with an EHCP who become CME, are the responsibility of the SEND team and will be discussed at the SEND Complex Cases meeting and the SEND team will consult with suitable settings through the annual review process. The SEND team will add pupils to the EAEA list for wider discussion.

Vulnerable Learners:

Pupils who are without a school place, who are presented at the Fair Access Panel (FAP) and allocated a school, should be admitted and attending within 10 school days. It is the responsibility of the Social Emotional Mental Health Inclusion Officer to check that the pupil has been admitted within the time scales. When a parent/carer does not engage in the school admissions process, the school should refer to the Local Authority as CME.

Pupils who have been permanently excluded will be placed in a new school under the 'Hard to Place' protocol through the Fair Access Panel. The Vulnerable Learners team will request that the new school complete the admission process using the SAM portal within 5 days, in line with their statutory duties.

Whilst the Fair Access Panel will consider parental preference when naming a new school, under the admissions code, they may name a new school which isn't a parental preference. Parents who refuse the school place will be subject to the appropriate school attendance legal process; the Social Emotional Mental Health Inclusion Officer will seek advice from the Attendance Support Team on the next steps.

Section 19 Provision

The Section 19(1) duty states that local authorities are responsible for arranging suitable and (normally) full-time education for children of compulsory school age who, because of exclusion, illness or other reasons, would not receive suitable education without such provision. Further details are available in [Telford and Wrekin's Education of Children Unable to Attend School Section 19 Policy](#).

Definitions - Children Who are Absent From Education

There are a number of definitions that are used locally and nationally around children who are absent from education. Below is a summary of those definitions and how they are interpreted.

Children Who are Absent from Education is the term used locally that encompasses all children who are not in receipt of education. Children fall into 2 groups:

- 1) Children Missing from Education (CME)
- 2) Children Not Receiving Education (CNRE)

The key difference is whether or not they are on a school roll, or if the whereabouts are unknown.

Children Missing Education (CME)

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

It includes children who:

- Are in the process of applying for a school place, even those within the first 15 days of the application process.
- Have been offered or accepted a school place but have not yet started.
- Are a permanently excluded pupil who has not been placed.
- Are registered as Elective Home Education (EHE) but it is not deemed to be suitable. At this point children become CME.
- Have moved into the area from another country and not yet applied for a school place.
- Are awaiting the outcome of a school application/appeal.
- Have been subject to a direction but has not yet started at the school.
- Did not get a school place.
- Have difficulties in accessing a school place.
- Are challenging a School Attendance Order.
- Are believed to have moved to another LA area in England and the LA have not been able to confirm their whereabouts.
- Have moved to another country.
- Are not registered at a school but are receiving tuition from the Local Authority. These pupils may be monitored by VST or SEND.

CME does not include children who:

- Are on a school roll but persistently or severely absent.
- Are older or younger than compulsory school age – although locally we expect to track Reception aged pupils and Early Years siblings of older CME children.
- Are EHE but the LA has not yet been able to assess the quality of the provision
- The Local Authority has confirmed the child is no longer resident in the area.

CNRE – Children Not Receiving Education

Children Not Receiving Education (CNRE) refers to children who are registered on a school roll but have not attended for more than 10 consecutive school days. Schools have a statutory duty to notify the Local Authority (LA) of such cases. These children remain the responsibility of the school.

In most instances, children in this category return to school within a short period. During their absence, they are monitored and tracked to support their reintegration into education, recognising the importance of a smooth and supported return.

Whilst this list is not exhaustive, the children in this category are likely to include those who:

- have an illness or medical condition,
- are refusing to attend school for various reasons
- are on holiday or unauthorised leave from school,
- are subject to a 'grey' or unofficial exclusion,
- are a school refuser,
- have family circumstances that mean the family are not sending them to school, including young carers,
- are at an increased risk of child criminal exploitation or child sexual exploitation,
- are awaiting a school transfer to be processed and finalised,
- are believed to have re-located or moved house,
- have transport issues preventing attendance due to a house move,
- are a Child in Care pupil and have had a placement change,
- are a Gypsy Roma Traveller pupil and is currently travelling,
- have been accommodated in a refuge following incidents of domestic abuse or are temporarily homeless,
- have gone missing from home.
- Have been excluded but who has not taken up 6th day provision and remains on the school roll.

These children remain the responsibility of the school and should be referred to as CNRE. They are tracked and monitored by the CME Officer and schools are responsible for providing updates in line with the request for information cycle every three weeks.

Modified timetable - (MTT) This is a local phrase

These are children registered on a school roll but have an agreed part time timetable for a short period of time. Their hours in school have been modified. School must have parental consent for a child to be subject to an MTT. Children on long term modified timetables are tracked by the Access and Inclusion Officer and added to EAEA where appropriate.

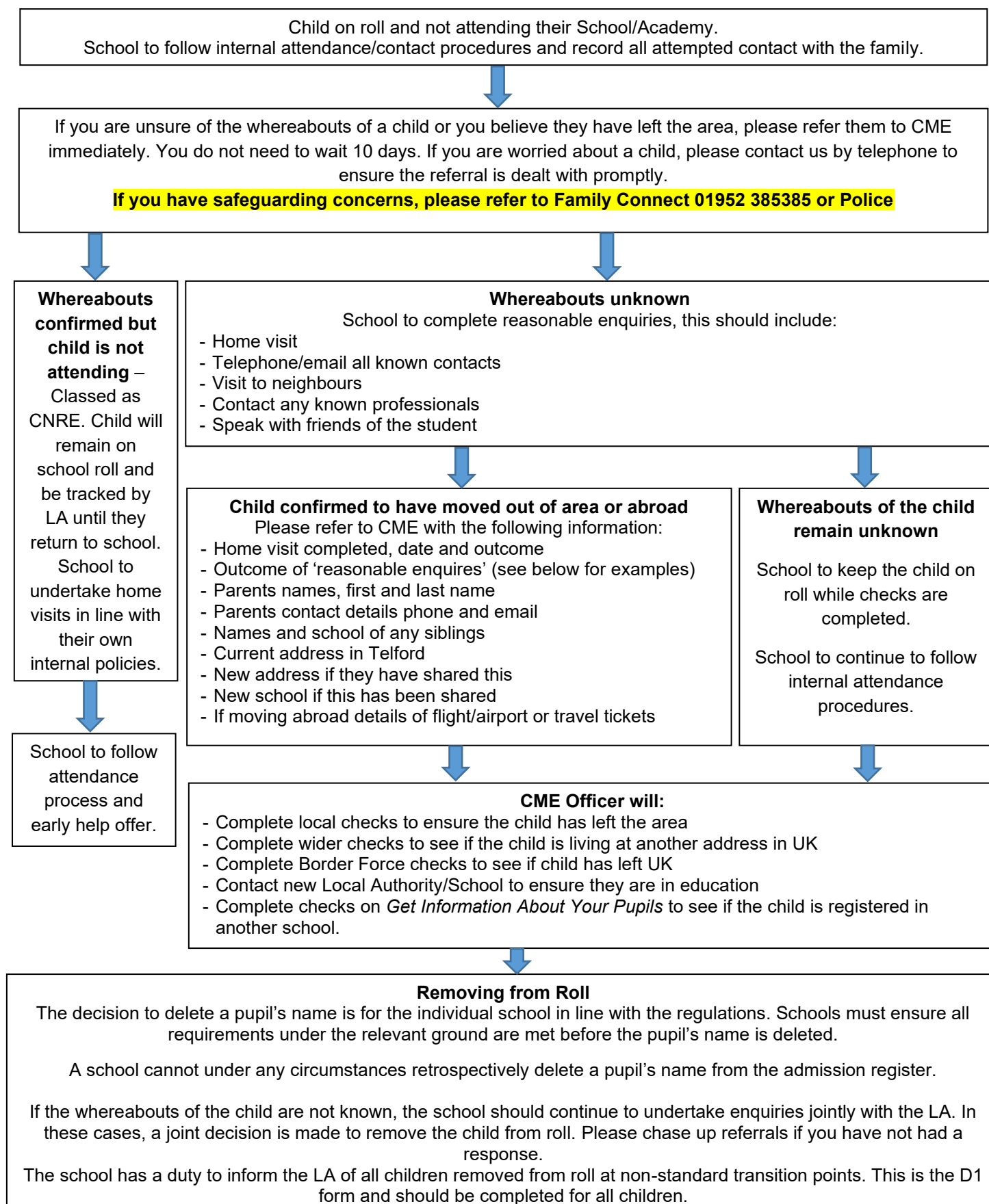
Persistently Absent - (PA) This is a national definition

These children are registered at a school, but their attendance is 90% or below.

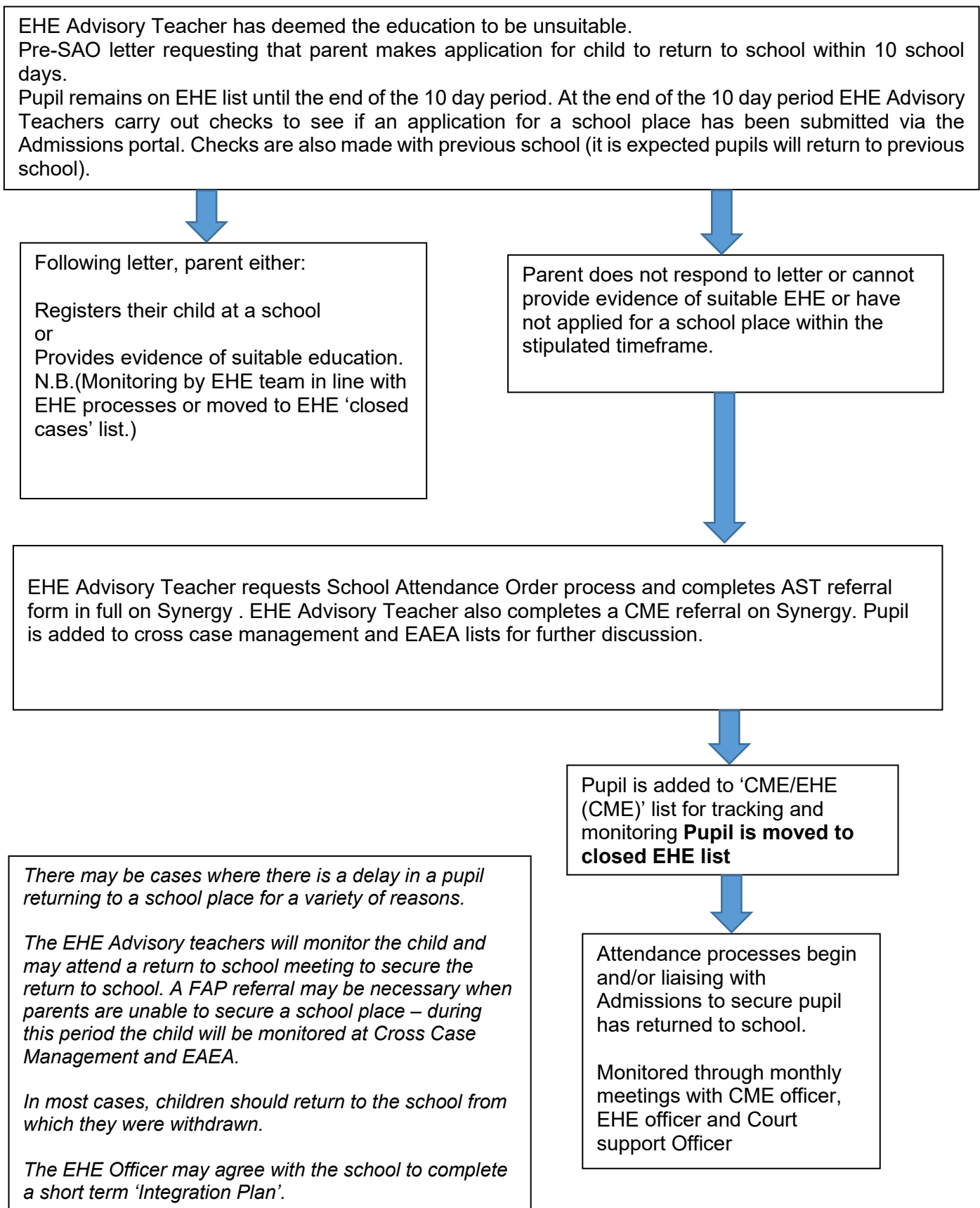
Severely Absent - (SA) This is a national definition

These children are registered at a school, but their attendance is below 50%.

Flowchart for managing CME/CNRE



Attendance Support Team referrals for unsuitable EHE



Admission or Deletions to / from a school roll

N.B This process only applies to Admissions or Deletions outside of whole school cohorts at transition.

Following an appeal for own admission authority schools, it is the clerk to the appeal panel who informs the school that the child is to be admitted.

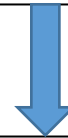
For other in year applications, the Admissions Team allocate a school a place to a pupil.



Admission Team or Appeal clerk write/email school and the parent to inform them a place has been allocated (depending on it being agreed at either in year application stage, appeal or allocated at FAP). Parent should receive contact from school to arrange admission date.



Admission date agreed – Child is added to school roll - school have a statutory duty to inform LA they have admitted a child within 5 days and must complete the entry via the SAM portal (as notified by Admissions Team).



Admission Team to contact school to ensure child is on roll and has attended.

If child is not on roll at allocated school after five days, Admission team to request school contact parents to find out what the delay is in child starting school and complete a referral on Synergy.

School to remove child from roll – under **The School Attendance (Pupil Registration) (England) Regulations 2024**

N.B. Under no other circumstances can a child be removed from a school roll as this will be an illegal deletion.

School have a statutory duty to inform the LA within 5 days they have deleted a child from roll and must complete the D1 form on Synergy.