**The School Attendance ( Pupil Registration) (Regulations) (England) Regulations 2024**

A pupil’s name can only be deleted from the admissions register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) (Regulations) 2024. Schools must notify the LA of any deletion at a non-standard transition point.

**Compulsory School Age (9 (1)**

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| **Ground** | **Description** | **Requirements** | **Exceptions** |
| A  9 (1) (a) | Registered at another School. | * Delete as soon as entered on admissions register of new school | **Unless** :   * School Attendance Order * Pupil is a mobile child. * Pupil is Dual Registered |
| B  9 (1)(b) | The Pupil has not continued at the school following completion of Nursery Education |  |  |
| C  9 (1)9c) | The Pupil is also registered at one or more other schools and the other schools have agreed the deletion. | * the school does not have reasonable grounds to believe that the pupil will attend the school again, * each school where the pupil is registered has given consent to the deletion, * there is no school attendance order naming the school in force in relation to the pupil (see further information below), and * the pupil is not a mobile child, or if they are, the school is not their main school (see further information below | **Unless:**  **School Attendance Order** names current school pupil cannot be deleted even when criteria met.  **Mobile child** |
| **Ground** | **Description** | **Requirements** | **Exceptions** |
| D  9 (1) (d) | The pupil has a school attendance order which has been changed to name another school. | SAO changed |  |
| E  9(1) (e) | E- The pupil had a school attendance order which has been revoked. | SAO revoked |  |
| F  9 (1) (f) | F – The Parents of the pupil has notified the school in writing that the pupil will be leaving school to educated otherwise than at school | Notified in writing | **Unless:**  **School Attendance Order:**  If LA are satisfied that the arrangements made are suitable and the order has been revoked the child’s name may be removed |
| G  9 (1)(g) | G- The pupil no longer normally lives a reasonable distance from the school. | Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school.  DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation. | **Temporary or occasional absence** Relevant regulation 9(5)(a) 244.  Whether a pupil normally lives a reasonable distance from the school is not affected by a temporary or occasional absence. A judgement should be made in an individual case as to whether an absence is temporary or occasional, but a prolonged absence is not generally considered as temporary. |
| **Ground** | **Description** | **Requirements** | **Exceptions** |
| H  9 (1)(h) | The pupil has not returned following a leave of absence. | Where a pupil has been granted a leave of absence and:   * the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for, * the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and * **the school and the local authority have jointly** made reasonable efforts to find out the pupil’s location and circumstances, but: * they have not succeeded, or * they have succeeded but they **agree** that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil’s attendance. | **Pupils who have been located but have not returned to school.**  Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.  This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In such cases, the appropriate support or enforcement should be taken rather than the pupil’s name being deleted from roll. |
| **Ground** | **Description** | **Requirements** | **Exceptions** |
| I  9 (1) (i) | I – The pupil has been continually absent from the school | Where a pupil has been continuously absent from the school for a period of 20 school days or more and:   * Pupil absence recorded as G, N, or O . * The school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and * **The school and the local authority have jointly made** reasonable efforts to find out the pupil’s location and circumstances, but: * they have not succeeded, or * they have succeeded but 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. | **Pupils who have been located but have not returned to school.**  Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.  This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In these cases, the appropriate support or enforcement should be taken rather than the pupil’s name being deleted from roll. |
| **Ground** | **Description** | **Requirements** | **Exceptions** |
| J  9 (1) (j) | The pupil is detained under a sentence of detention. | Where a pupil is found guilty of a crime and detained under a sentence of detention (as defined in regulation 3) before the pupil’s name can be deleted from the admission register the school must have reasonable grounds to believe the pupil will not return to the school once they are released.  This must be decided on a case-by-case basis after considering whether the pupil will return at the end, or part way through their sentence (e.g. where part is served on licence in the community). In determining whether there are reasonable grounds to believe the pupil will return to the school following their detention, it is expected that schools will discuss this with the pupil’s youth offending team worker. | Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground. |
| K  9 (1) (k) | The pupil has died. | A pupil’s name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil’s parent but it is possible that notification comes from another source, such as relatives or the police. |  |
| **Ground** | **Description** | **Requirements** | **Exceptions** |
| L  9 (1) (l) | The pupil will be over compulsory school age and will not continue into the 6th form. | Where a pupil will be over compulsory school age by the time the school next meets, and:   * the school does not have reasonable grounds to believe the pupil will attend the school again, or * the pupil does not meet the academic entry requirements to be transferred to the school’s sixth form |  |
| M  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. | Where a pupil is a boarder at the school and:   * the school is maintained by a local authority or is an academy, * charges for the pupil’s board and lodgings are payable by the pupil’s parent, and * those charges remain unpaid by the pupil’s parent at the end of the school term to which they relate. |  |
| N  9 (1) (n) | The pupil has ceased to be a pupil at an independent school or non-maintained special school. |  |  |
| O  9 (1)(o) | The pupil has been permanently excluded from the school. | * Where a pupil has been permanently excluded from the school. | A pupil’s name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known. |

**Deletions Compulsory School Age – Special School 9 (2)**

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| **Ground** | **Description** | **Requirements** | **Exceptions** |
| 9 (2) | Deleting the name of a pupil of compulsory school age from the register of a special school | Where a pupil of compulsory school age is registered at a special school under arrangements made by a local authority, the pupil’s name cannot be deleted without the consent of the local authority, or if the local authority refuses to give consent, without a direction from the Secretary of State unless:   * The pupil is registered at the school as a result of a school attendance order, but the school is not now named on that order or the order has been revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, and the pupil’s name is deleted under regulation 9(1)(d) or (e); or * The pupil has died, and the pupil’s name is deleted under regulation 9(1)(k); or * The pupil has been permanently excluded from the school, and the pupil’s name is deleted under regulation 9(1)(o). |  |

**Not compulsory school age 9 (3)**

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| **Ground** | **Description** | **Requirements** | **Exceptions** |
| A  9(3)(a) | The pupil is not a boarder and will not attend the school again |  |  |
| B  9(3)b | The pupil is a boarder and has ceased to be a pupil at the school |  |  |
| C  9(3)(c) | The pupil has been continually absent from school for 20 days | Where a pupil has been continuously absent from the school for a period of 20 school days or more and:   * the pupil was not absent with leave during the period, * the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and * the school has made reasonable efforts to find out the pupil’s location and circumstances but: * has not succeeded, or * has succeeded and has no reasonable grounds to believe the pupil will attend the school again |  |
| D  9(3)(d) | The pupil has died. | A pupil’s name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil’s parent, but it is possible that notification comes from another source, such as relatives or the police. |  |
| **Ground** | **Description** | **Requirements** | **Exceptions** |
| E  9(3)(e) | The pupil has been permanently excluded from the school. | Where a pupil has been permanently excluded from the school. | A pupil’s name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known. |