**NOTIFICATION OF DELETION FROM SCHOOL ROLL**

**CME 6**

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| **The Education (Pupil Registration) (England) Regulations 2006, as amended requires all schools to notify the local authority when pupils are deleted from the school roll.** **This notification should be completed and submitted as soon as the criteria for removal is met and must be received by the authority before the pupil's name is deleted from roll.** **Completed forms should be sent by secure email to** **offroll@lancashire.gov.uk** |
| **Notifying Person** |       | **Telephone No** |       |
| **School Name** |       | **School No** |       |
| **Email Address** |       | **Date** |       |
|  |  |
| **Pupil Full Name** |       |
| **Pupil Date of Birth** |       | **UPN** |       |
| **Is the pupil dual registered?**  | **N** | **[ ]**  | **Y** | **[ ]**  | **Other School Name** |       |
| **Full Name of any Parent(s) with whom the Pupil Normally Resides** |       |
| **Address of any Parent(s) with whom the Pupil Normally Resides** |       |
| **Contact telephone numbers for above parent(s)** |       |
| **(If applicable) New Pupil Address** |       |
| **Name of parent(s) with whom the Pupil will reside** |       | **Start date at new address** |       |
| **(If applicable) Name of new school** |       | **Start date at new school** |       |
|  |  |
| **Date the pupil is to be removed from roll** **(please note Special Schools must obtain consent from the Local Authority before removal)**  |       |
| **Applicable regulation for removal from roll** **(Education (Pupil Registration) (England) Regulations 2006)** | **Please indicate which one applies**  |
| 8(1) (a) the pupil is subject to a school attendance order and the Local Authority has amended the order to name another school *or* the Local Authority has revoked the order. | **[ ]**  |
| 8(1) (b) the pupil has been registered at another school and is not to be dual registered (ie school to school transfer and pupil has been confirmed on roll at the new school) | **[ ]**  |
| 8(1) (c) the pupil was dual registered and written consent has been obtained from the headteacher of the other school for the child to be removed from roll. | **[ ]**  |
| 8(1) (d) the parent has confirmed in writing that they are electing to home educate the child **\*\*A referral must be made via** [**Elective Home Education Team portal site**](https://schoolsportal.lancsngfl.ac.uk/sp_atoz/service.asp?u_id=2720&strSL=E) **\*\*** | **[ ]**  |
| 8(1) (e) The pupil no longer ordinarily resides at a place which is a reasonable distance from the school at which she/he is registered**\*\*if no destination school is confirmed please complete a** [**CME referral**](https://lancashire.firmstep.com/popup.aspx/RenderForm/?F.Name=dgpg3rT5ztL)**\*\*\*** | **[ ]**  |
| 8(1) (f) the pupil failed to return within 10 school days after a period of authorised leave and the Local Authority and the school cannot locate the pupil. A [referral to CME](https://lancashire.firmstep.com/popup.aspx/RenderForm/?F.Name=dgpg3rT5ztL) must have been made before removal from roll and time allowed for the team to investigate. Date of CME referral:  | **[ ]**  |
| 8(1) (g) the school medical officer has certified that the pupil is unlikely to attend school before they cease to be compulsory school are and there has been no indication from the pupil or parent that they intend to continue into 6th form provision. | **[ ]**  |
| 8(1) (h) the pupil has failed to attend school for 20 days (marked unauthorised) and the Local Authority and the school cannot locate the pupil.A [referral to CME](https://lancashire.firmstep.com/popup.aspx/RenderForm/?F.Name=dgpg3rT5ztL) must have been made before removal from roll and time allowed for the team to investigate. Date of CME referral:  | **[ ]**  |
| 8(1) (i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the headteacher does not have reasonable grounds to believe that the pupil will return to the school at the end of that period. | **[ ]**  |
| 8(1) (j) the pupil has died | **[ ]**  |
| 8(1) (k) the pupil will cease to be of compulsory school age before the school next meets and will not be remaining at the school | **[ ]**  |
| 8(1) (l) the child is no longer a pupil at an independent school. **\*\*if no destination school is confirmed please complete a** [**CME referral**](https://lancashire.firmstep.com/popup.aspx/RenderForm/?F.Name=dgpg3rT5ztL)**\*\*\*** | **[ ]**  |
| 8(1) (m) the pupil has been permanently excluded from the school (school has received confirmation from the Local Authority that the pupil may now be removed from roll) | **[ ]**  |
| 8(1) (n) the pupil was on roll at the school's nursery and when this finished, the pupil did not continue on to another class at the school.  | **[ ]**  |
| 8(1) (o) a pupil is a boarder at a non-independent school where charges payable by the parent have not been paid for the current term by the end of that term.  | **[ ]**  |

**It is the school's responsibility to ensure that this form is sent securely to:** **offroll@lancashire.gov.uk****. If further advice regarding secure email is required schools should check with their Information Governance Manager.**