

REMOVAL FROM ROLL RISK ASSESSMENT - OVERSEAS ABSENCE CASES DURING COVID

Pupil name & address:			
School:		NCY:	

PART A - Regulations to be met & government advice

Education (Pupil Registration)(England) Regulations

These are the three applicable criteria that must be met for removal from roll to be lawful. We are trying to determine if they have been met and the 'key words' are highlighted in red.

8(1)(e) *except in the case of a boarder, that he has ceased to attend the school and no longer **ordinarily resides** at a place which is a reasonable distance from the school at which he is registered;*

8(1)(f) *in the case of a pupil granted leave of absence in accordance with regulation 7(3), that —*
(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
*(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any **unavoidable cause**; and*
(iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

8(1)(h) *that he has been continuously absent from the school for a period of not less than twenty school days and —*

(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
*(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any **unavoidable cause**; and*
*(iii) both the proprietor of the school and the local education authority have **failed, after reasonable enquiry, to ascertain where the pupil is**;*

Government advice updated 8 July 2021 on holidays and travel abroad:

Parents should:

- Avoid seeking permission to take your children out of school or college during term time. Make sure any travel is in line with [national travel guidance](#).
- Keep in mind that you and your children may need to self-isolate when you return from a trip overseas. Any self-isolation should also fall within the school or college holidays.
- Respond to the latest rules on international travel, the red/amber/green classification of countries can be changed at any time and at short notice, even if you have already left the UK, while also minimising the impact on your child's education.

Schools and LAs:

- Where a child is abroad and unable to return, local authorities and schools should continue to work with parents to understand their circumstances and plans to return. They should encourage you to return where you are able and it is safe and you should adhere to [government travel advice](#).
- A pupil's name can only lawfully be deleted from the admission register on the grounds prescribed in [regulation 8 of the Education \(Pupil Registration\) \(England\) Regulations 2006 as amended](#).
- Where able, schools should provide remote education for pupils unable to return from abroad due to COVID-19 travel restrictions, for the period they are abroad.

PART B - Enquiries

In compliance with the [statutory CME Guidance](#) the schools are required to make reasonable enquiries when a pupil is missing from education. The table below covers information that may be held in school records, or, that may need to be requested from parents, if schools are able to contact them.

	School info	LA info
Last date of attendance:		
Country travelled to and travel restrictions in place at the time of travel and now:		
Are the family British or Irish nationals or do they have residence rights in the UK?		
Reason provided:		
Is the non-attendance in line with current COVID advice from PHE, the UKHSA, the DHSC or prohibited by any legislation? What evidence is available?		
Was absence agreed?		
Have parents indicated an intention to return?		
Can parents evidence a plan to return?		
What is the barrier to returning?		
Does the parent own property both in the city and where they are currently staying?		
Have the school utilised work contact details for parents i.e. do we believe parents are on a regular payroll in the city?		
* Are there siblings on roll in the city?		
Is the pupil in a transition year group?		
Is the pupil CP\CIN\EH?		
Does the pupil have an EHCP?		

* Do the family have a live tenancy in the city?		
Have we seen proof of travel, outbound and/or return as well?		
Have other PR responsibility measures for enforcing attendance been considered e.g. ESO, SAO, FPN, prosecution, parenting order?		
Has the pupil been accessing remote education whilst overseas?		
Has a home visit been carried out?		
Is the child enrolled or being educated overseas?		
Please detail reasonable enquiries carried out not covered on this risk assessment.		
Has the DSL been consulted for information that may not be widely known?		

* Consultation *EWOs or Inclusion Services Officers are able to provide this information.*

The intention of this risk assessment is to ensure that off-rolling does not take place but also to support schools in ensuring that full consideration is given to each individual child and a robust audit trail is in place to support decisions about removal from roll.

Once a school has completed as much information as possible, a discussion should be held with your consultation EWO or Inclusion Services (Eliza Theobald-Morgan on 023 8083 3666 or Tina Selby on 023 8083 3889).

PART C - Outcome

Discussion date:		
School representative:		
LA representative:		
OUTCOME		
Are the criteria for regulation 8(1)e met?	Yes\No\Potentially	<ul style="list-style-type: none"> Pupil must remain on roll The LA would not challenge removal from roll Parent to be advised of a deadline for the pupil to return otherwise removal from roll Further enquiries needed by school Further enquiries needed by LA
Are the criteria for regulation 8(1)f met?	Yes\No\Potentially	<ul style="list-style-type: none"> Pupil must remain on roll The LA would not challenge removal from roll Parent to be advised of a deadline for the pupil to return otherwise removal from roll Further enquiries needed by school Further enquiries needed by LA
Are the criteria for regulation 8(1)h met?	Yes\No\Potentially	<ul style="list-style-type: none"> Pupil must remain on roll The LA would not challenge removal from roll Parent to be advised of a deadline for the pupil to return otherwise removal from roll Further enquiries needed by school Further enquiries needed by LA
FURTHER ENQUIRIES NEEDED		
Enquiry		By whom
Discussion date:		
School representative:		
LA representative:		
Outcome:	<ul style="list-style-type: none"> Pupil must remain on roll The LA would not challenge removal from roll Parent to be advised of a deadline for the pupil to return otherwise removal from roll 	