



CHILDREN MISSING EDUCATION (CME) POLICY

Version	Date	Author/Role	Ratified by	Review Date
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Children Missing Education Policy

Statement of intent

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Bhaktivedanta Manor School will do to help the LA with its duty. This policy complies with the following legislation and statutory guidance:

- DfE 'Working together to safeguard children' 2018
- DfE 'Keeping children safe in education' 2018
- DfE 'Children missing education' 2016
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016)
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

Section 436A of the Education Act 1996 requires the Local Authority to establish the identities of children within the area who are not registered at a school and are not receiving suitable education otherwise than at a school. Children of compulsory school age within this category are regarded as Children Missing Education (CME) and should be returned to full time education.

The Department for Education (DfE) issued updated statutory guidance relating to Children Missing from Education in Sept 2016 and Local Authorities must have procedures in place to comply with the Statutory Guidance. The following policy applies to both state funded and Independent schools.

Introduction

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. Children missing from education are at greater risk of:

- physical harm
- sexual exploitation
- becoming involved in crime
- demonstrating anti-social behaviour
- abusing drugs and alcohol
- being illegally employed

It is vital therefore that schools work closely together with the local authority and other agencies to help safeguard children who may be missing from education

Who is a Child Missing from Education?

The children missing education that are the focus of this document are;

- Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.
- Children of compulsory school age who are on a school roll but have not attended for a period of 10 consecutive school days (recorded as unauthorised absence) and the whereabouts of the family is unknown

This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

Examples include:

- a child who has moved to the area with no school identified,
- a child who has left one school with no destination school identified,
- a child not receiving suitable education whilst Electively Home Educated (EHE),
- a child who has failed to take up an allocated school despite school checks,
- a child who has 10 or more days of continuous absence from school without explanation, despite school checks,
- a child who is not at their last known address despite school checks

This does not apply to children who are registered at a school who are not attending regularly. These cases will be dealt with separately through the school's absence monitoring procedures

Why do children go missing from education?

Children can go missing either when they fail to register with a school, or when they fall out of the education system and there is no systematic process in place to identify them and ensure they re-engage with appropriate provision. Their personal circumstances, or those of their families, may contribute to the withdrawal process and the failure to make a successful transition. For example this could be because of:

- Failure to start appropriate provision and hence never enter the system
- Inappropriate removal from roll by a parent or a school
- Parent/Carer withdrawal from the school roll with no named destination
- Failure to find educational provision when moving to a new address within the area or on arrival to the area from another authority

Children at particular risk of missing education

Some children, often the most vulnerable, are at greater risk of going missing from education. These vulnerable groups include:

- looked after children
- children living in women's refuges
- young runaways
- children of homeless families, perhaps living in temporary accommodation
- children with long term medical or emotional problems
- unaccompanied asylum seekers
- children of refugees or asylum seeking families
- children in new immigrant families not yet established in the UK
- children from a Gypsy, Roma or Traveller background
- children who are privately fostered
- young carers
- children from transient families
- teenage mothers
- young offenders
- children permanently excluded from school

Roles and Responsibilities

The School's Duties

The Pupil Registration Regulations apply to **all** schools. Of particular note are regulations 5, 8 and 12 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016: The only circumstances in which a registered pupil can be deleted from the school register are outlined in [regulation 8 of the Education \(Pupil Registration\) \(England\) Regulations 2006](#) as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016. (See appendices)

When the circumstances of a child absent from school are not known, both the school and Local Authority must carry out a 'reasonable enquiry'**

- The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes. We will follow the statutory guidance (Children Missing Education Statutory Guidance for local authorities September 2016) which requires schools to report to the local authority all in-year joiners and leavers
- The school will enter pupils on the admissions register at the beginning of the first day on which it has been agreed, or the day that the school has been notified, that the pupil will attend the school. Once a pupil has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.
- In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will notify the LA at the earliest opportunity. (Reg 5)
- The school will monitor pupils' attendance through our daily register. The school will immediately report to the LA any pupils who have missed 10 school days or more without permission. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for 10 consecutive school days, the school

will only remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries- see section below on ****Reasonable Enquiries (Reg 12)**

- The school will notify the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016). (Reg 8) . If a pupil's name is to be removed from the admissions register we will provide the LA with the following information:
 - The full name of the student.
 - The full name and address of any parent/carer with whom the student lives.
 - At least one telephone number of the parent/carer with whom the student lives.
 - The full name and address of the parent/carer who the student is going to live with and the date the student is expected to start living there, if applicable.
 - The name of the student's new school and their expected start date, if applicable.
 - The grounds for removal from the admissions register under Regulation 8 of the Education (Pupil Registration). (England) Regulations 2006 (as amended)
- Where a parent/carer notifies the school that a student will live at another address, the school will record the following information on the admissions register:
 - The full name of the parent/carer with whom the pupil will live
 - The new address
 - The date from when it is expected the pupil will live at this address
- Where a parent/carer notifies the school that the pupil is registered at another school, or will be attending a different school in future, the school will record the following information on the admissions register:
 - The name of the new school
 - The date when the pupil first attended, or is due to attend, that school
- Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time. The parent/carer has to notify the school in writing, and then the pupil will be deleted from our admission register and the LA informed.
- The school will arrange full-time education for excluded students from the sixth school day of a fixed period exclusion.
- The school will provide information to the LA regarding standard transitions, if requested to do so by the LA

Safeguarding of all children is paramount and this policy is considered in accordance with the Local Authority's safeguarding procedures. If the school has a serious concern about the immediate safety of a child we will contact Herts Local Children's Safeguarding Board or the Police. We will also discuss safeguarding concerns with the Herts Education Safeguarding Advisor

*****Reasonable Enquiries: Safeguarding Pupils (see appendices also)***

All schools, including independent providers, have statutory safeguarding responsibilities (sections 157 & 175 of the Education Act 2002) and must investigate any unexplained absences. If a child fails to attend school, we will try to establish the family's whereabouts before making a CME referral. For the purpose of this policy, "reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger. In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL)/Head conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The DSL/Head will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police. Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- use all known contact telephone numbers to attempt to speak with the parent/carer or other family member,
- speak to siblings, known relatives, friends within the same school,

- speak with school staff of known siblings at other schools,
- home visit(s) to attempt to ascertain if the family are in the home

A record will be kept of any attempt made to locate a child. If having done all of the above the school has been unable to establish the pupils whereabouts a CME referral to Herts LA will be completed (see appendices) AND the school will work with the LA to carry out further reasonable enquiries to establish the pupil's whereabouts. These may include,

- Check local databases
- Check data transfer systems such as academy2academy or Key to Success
- Follow local information sharing arrangements, and making enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the academy is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel

NB. This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account

If the child(ren) that is/are missing have outstanding child protection or safeguarding welfare concerns, we will report this to the LCSB / Social Worker immediately

Parents/Carers' Duties

Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.

Parents/carers will notify the school regarding any absences or changes to the pupils education arrangements.

Parents/carers will ensure the school has the most up to date information and contact details for their children that attend the school

Working with Others

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. We will work with our LA and ensure we are aware of its procedures for Children Missing Education (CME).

Transfer of Pupil Data Electronically

[Section 5 \(5\) of the Education \(Pupil Information\) \(England\) Regulations 2005](#) places a duty on schools to transfer pupil data electronically (the Common Transfer File, CTF) via S2S when a pupil moves to a new school within 15 days. **Our school uses the DfE, Schools to School (S2S) system and will work closely with the LA to allow the school to transfer pupil information when a child moves education setting**

We are aware that failure to meet the duty to transfer information when a child moves school is a criminal offence and could lead to prosecution

APPENDICES

Letters and Forms

These letters are templates and can be amended as required.

School's Reasonable Enquiry Letter to be sent on third day of an unauthorised absence:

School's Headed Paper

Parent Name
Or Occupier or Landlord
Address

Date

Dear Parent (or Occupier or Landlord),

CHILD'S name.....Dob.....

Your child last attended school on and we have not heard from you, nor been able to contact you or your emergency contact numbers by phone, to find out the reason for absence and likely return date.

Please can whoever receives this letter (the parent, friend, occupier or landlord) contact the school as a matter of urgency to tell us what the situation is.

Please inform us if the family have moved, or gone away or on holiday; and let us have their new address or their phone numbers so we can establish contact; or give us details of any relatives or friends who may be able to assist. If the child is attending a new school then please let us know.

The school and the Local Authority are required to carry out enquiries to find a child who stops attending school. If we do not receive an adequate reply to this letter within one week then the school is required to advise the Local Authority. An Attendance Worker will visit the home and may contact social services and/or the Police in the course of their enquiries.

Your child's absence is being marked unauthorised and we will be considering removing his/her name from the school roll if the absence continues.

Thank you for your co-operation.

Yours sincerely,

Head Teacher
Cc. pupil file
School Attendance Worker

School's Reasonable Enquiry Letter to be sent around the thirteenth day of unauthorised absence:

School's Headed Paper

Parent Name
Or Occupier or Landlord
Address

Date

Dear Parent (or Occupier or Landlord),

CHILD'S name.....Dob.....

Your child last attended school on And we have not heard from you, nor been able to contact you or your emergency contact numbers by phone to find out the reason for absence and likely return date. We have also not received a response to a letter sent to your home address asking for information. Your home has been visited and enquiries carried out. We have now notified the Local Authority that your child may be missing education.

As further information has not been forthcoming and your child has now had at least 13 days of unauthorised absence and you appear to no longer reside at the above address, I am writing to advise you that your child's name will be removed from the school roll unless you get in touch within one week of the date of this letter.

If you return, then you may need to obtain a new school place for your child. You will have to apply through your home Local Authority.

Yours sincerely,

Head Teacher
Cc. Pupil file
School Attendance Worker
Children's Social Care (for information if appropriate)

SCHOOLS REASONABLE ENQUIRY FORM

Use this form when pupils

- have stopped attending, attempts to make contact have not been successful, and where the destination of the child is not known.

SCHOOL NAME _____

SCHOOL ATTENDANCE LEAD _____

PUPIL DETAILS		<i>Please attach school attendance certificate</i> <input type="checkbox"/>	Last date of Attendance
NAME:	DOB: / /	/ /	
SIBLING DETAILS			
SIBLING NAME:	DOB: / /	/ /	
NAME OF SCHOOL: (if different)		More siblings? Continue in additional notes.	
PARENT CONTACT DETAILS			
ADDRESS			
FATHER/CARER NAME			
MOTHER/CARER NAME			
MOBILE NUMBERS			
LANDLINE TELEPHONE			
EMAIL			
ADDITIONAL and /or EMERGENCY CONTACT DETAILS			
FAMILY/FRIEND NAME			
CONTACT DETAILS			

ENQUIRIES MADE BY SCHOOL			
PHONE CALL 1	Date: / /	Tel:	Outcome:
PHONE CALL 2	Date: / /	Tel:	Outcome:
PHONE CALL 3	Date: / /	Tel:	Outcome:
LETTER SENT	Date: / /		

ENQUIRIES MADE BY SCHOOL			
NAME OF ATTENDANCE WORKER		TEL:	
Home Visit	Date: / /		
Anyone Home?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Card Left <input type="checkbox"/>	Outcome:
Accommodation appears uninhabited	Bins Empty Y <input type="checkbox"/> N <input type="checkbox"/>	Post Piled Up Y <input type="checkbox"/> N <input type="checkbox"/>	Estate Agent Sign Outside Y <input type="checkbox"/> N <input type="checkbox"/> If Y Name/Tel of Estate Agent:
Information from Neighbours	House No. Details:		
Letter sent by school	Date: / /	Outcome:	

OTHER INFORMATION	
Was absence following a holiday?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised
Any previous long absences or holiday?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised
Known to Childrens Social Care?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name of Social Worker:..... Social Worker Tel:
Any welfare/vulnerability concerns? <i>E.g. domestic violence, SEN, temporary accommodation, mobility.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Give details

Travellers?	<input type="checkbox"/> Yes <input type="checkbox"/> No Previous known destinations
Asylum Seeker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Friends/Facebook?	<input type="checkbox"/> Yes <input type="checkbox"/> No Indicated destination.....
Pupil Email Address	
Previous School Attended	
Any recent breakdown in relationships known eg in school between pupils, or between pupil or parent and school? Eg over different opinions relating to behaviour, exclusions or sen	
Ethnicity	

SCHOOL SIGNATURE

Name:	Date: / /
Role:	



Children Missing Education (CME) Referral Form

Use this form to notify the CME Officer of any child you believe is missing from education. Do not use this form for children who have a school place but are not attending regularly or have been removed from roll.

Please use one form per child, unless they are siblings

Name of referrer Date

Team/school Contact number

Child's Name: DOB M/F

Child's Name: DOB M/F

Child's Name: DOB M/F

Address

Name(s) of parents/carers

Phone number

<input type="text"/>	<input type="text"/>
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Other relevant information

Date child(ren) became known to referrer:

This form should be sent to the CME Officer, Central Attendance & Employment Support Team, Hertfordshire County Council, Room 134, CHO 136, County Hall, Pegs Lane, Hertford SG13 8DF. Tel 01992 556867

Bhaktivedanata Manor School Procedures to Follow for Children Missing from Education

In the case of a pupil being absent without explanation (including Reception and Year 7 pre-admission list and in-year admissions offered a start date), we will log our actions (letters, emails, phone calls, decisions). This will be done using the Reasonable Enquiry Form found within our Children Missing Education (CME) Policy (in appendices) and available on the shared drive. The procedures we will follow are detailed below.

1) Locating a Pupil Missing Education

- Should a child leave our school without notice being given by the parent or without the school being advised by the parent of the new address and/or school the child is to attend, the school will notify the CME team immediately and begin our reasonable enquiries
- The school will work with the LA to make reasonable enquiries to try to identify the child's whereabouts. Reasonable enquiries will include
 - use all known contact telephone numbers to attempt to speak with the parent/carer or other family member,
 - speak to siblings, known relatives, friends within the same school,
 - speak with school staff of known siblings at other schools,
 - home visit(s) to attempt to ascertain if the family are in the home

In addition, in collaboration with the LA CME team, the following may be undertaken

- Check local databases
 - Check data transfer systems such as academy2academy or Key to Success
 - Follow local information sharing arrangements, and making enquiries via other local databases and agencies where possible
 - Check with UK Visas and Immigration and/or the Border Force
 - Check with agencies known to be involved with the family
 - Check with the LA and school from which the pupil moved originally
 - Check with the LA where the pupil lives, if this is different to where the academy is located
 - Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel
- If after four weeks, enquiries fail to locate the child and the LA advises to do so, the school will remove the child's name from its roll and create a 'lost' common transfer file (CTF). 'XXX' should be used as the destination local authority and 'XXXX' as the destination school number. Each file should hold information on only one pupil. This lost CTF should be immediately up loaded onto the Department of Education (see **'Identifying and Maintaining Contact with Children Missing or at Risk of Going Missing from Education, Process Steps, Good Practice Guide'**) s2s secure site where it should be held in the 'Lost Pupil Database'. 'XXX XXXX' should **only** be used when the school has no knowledge of the pupil's destination;

The reasonable enquiries procedures, in line with the LA that we will follow are as follows,

Day 1:

- Assessment of vulnerability**
 - ***All children with an unauthorised absence who are looked after by the Local Authority or are currently open to Children's Social Care, should be referred to the school's DSL immediately*****
 - ***Where safeguarding concerns exist and there is no reasonable explanation or contact, consider escalating to the designated safeguarding lead***
- First day calling to the parent and other contacts to establish the cause of absence and when the child is likely to return.
- Email the parents if you have an email address.
- Seek information from staff, pupils, other parents and other schools if pupil has siblings attending other schools, to try and determine the family circumstances as they may know, for example, if the family were intending to move or go on holiday

Day 3:

Best Practice is to send a letter and email again on the third day of absence if still unable to contact the family by phone and they have not responded to messages left.

Day 5:

If no response to letters, phone messages or emails within a week, the school will notify the Local Authority CME. If the family are thought to be abroad or have not returned from leave, then a letter will be sent to the 'Occupant' at the last known address which may elicit further information.

Day 20:

After all reasonable checks have been conducted by school and LA, matters may be resolved or sufficient information gathered to consider removing the child from the school roll. We will only do this once advised to do so by the CME team. Once removal from roll, the School Administrator will upload the child's CTF on the S2S database entering XXXXXXXX into the destination field (pupils with no known destination) so any new school will be able to make contact. A letter will be sent to last known address informing that pupil is being removed from the school roll and Children Missing Education have been notified at the Local Authority. A copy of the letter will be kept in the pupil file

2) **Missing Child: Additional Procedures if Welfare Concerns

All staff are alert to the fact that unusual non-school attendance, missed appointments, or abortive home visits, for children and families where there are outstanding child protection concerns, poses safeguarding concerns and could indicate the family has moved out of the area.

In any of the circumstances listed below when we become aware that the child or family are missing,

- staff will alert the DSL immediately who in turn, will alert the responsible Children's Services social worker immediately.
- In the absence of the DSL or Deputy DSL staff are **MUST** report alert Social Services immediately themselves and ensure the services know the child is subject to outstanding child protection concerns
- Staff must inform the Head and DSL as soon as possible, if they have made a direct referral

The above procedures apply if a child in the following circumstances goes missing or cannot be traced:

- A child who is the subject of a Child Protection Plan and who goes missing or is removed from her/his address outside the terms of the Child Protection Plan;
- A child subject of a child protection referral or **Section 47 Enquiry**;
- A child looked after who leaves or is removed from placement, without this being part of the **Care Plan**;
- Any child known to a statutory agency who goes missing in suspicious circumstances or about whom there are concerns - e.g. one who is subject to an **Assessment**, where there are developing concerns about their safety.

These procedures also apply to adults whose whereabouts become unknown in the following circumstances:

- A family where there are concerns about the welfare of the child because of the presence of an individual who poses a risk to children or other person suspected of previously harming a child

Education (Pupil Registration) (England) Regulations 2006 as amended by the Education(Pupil Registration) (England) (Amendment) Regulations 2016

The following summary of the regulations and guidance is not comprehensive but is relevant to children missing or at risk of missing education. Of particular note are regulations 5, 8 and 12 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016:

Regulation 5 (3) Specifies that pupils join the school roll, i.e. must be listed in both the admissions and attendance registers, on the expected first day of attendance. It follows that the usual procedures for dealing absence therefore apply even where the pupil does not arrive on that day.

Regulation 8 Sets out the **only** circumstances in which pupils of compulsory school age can be deleted from the register. The following table sets out the grounds under regulation 8 and has been resolved against amendments:

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended	
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	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.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), 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) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8	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) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	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 proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Regulation 12 Schools must provide the Local Authority with the details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence. It requires schools to inform the Local Authority of the following as soon as they become aware of the circumstances and before the deletion from the register is made.

New statutory guidance (Children Missing Education Statutory Guidance for local authorities September 2016) now also requires schools to report to the local authority all in-year joiners and leavers.