**TABLE 1: Guidance for schools already sharing MIS data with Warwickshire Local Authority (LA)**

**Deletions from the Admissions Register at non-standard transition points**

**Notifying the LA**

**All** maintained, academy, independent and free schools **MUST** inform the LA when they are about to remove a (compulsory school aged) pupil’s name

from the admission register at any non-standard transition point.

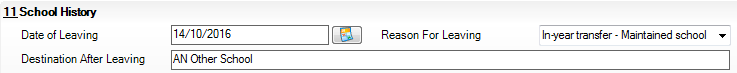
Schools are required to inform the LA of the pupil’s destination school and home address if the pupil is moving to a new school (grounds for deletion 8 (a) and 8 (b)). For schools who share data with the LA through the ICT Development Service, entering details of the destination school and new home address into the appropriate fields in your MIS allows the information to be shared automatically. If your school does not currently share data with the LA, the information about leavers should be emailed to the LA using the secure email addresses shown in the table below.

For some of the grounds for deletion, notifying the LA by e-mail allows schools to provide all details in a timely manner i.e. where there is a duty for the LA to provide education following a permanent exclusion (ground for deletion 8 (m)) or register a child as being in receipt of Home Education (ground 8 (d)).

When a pupil’s family whereabouts are unknown (grounds for deletion 8 (f) and 8 (h)), the LA will have already been made aware of the pupil via a CME referral and will have jointly been working with the school to try to locate the family.

**SIMS Users - Removing records from your school roll**

Select the appropriate pupil record in SIMS and navigate to section 11 School History



Enter date of leaving

Choose the applicable ‘Reason for Leaving’ from drop-down menu according to the table below.

Enter destination details according to the table below as free-text in the ‘Destination After Leaving Box’

Select new school from Destination Institution (if applicable)

If you require additional support on completing records in SIMS, please contact the ICT Development Service Desk on 01926 414100

***For assistance with other MIS’, please contact your provider***.

**Grounds for deleting a pupil from the school admission register**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pupil Regs Ref:** | | **Grounds for deletion** | **Ending record in MIS – fields to complete** | | **Creating CTF** | **Notifying the LA** |
| **Reason for Leaving** - chose from drop down list | **Destination** - free text, please complete as below |
| 1 | 8 (a) | Where a School Attendance Order (SAO) is in place and another school is substituted on a SAO or the order has been revoked and other place found by LA | In-year transfer – Maintained school | Name of new school and DfE number  Pupils new address (if applicable) | Upload to new school via S2S | Automated data collection from SIMS |
| 2 | 8 (b) | Pupil is registered at another school (not dual or subsidiary registered) | In-year transfer – Maintained school  Or  In-year transfer – Independent school | Name of new school and DfE number  Pupils new address (if applicable) | Upload to new school (or MMM MMMM) via S2S | Automated data collection from SIMS |
| 3 | 8 (c) | Pupil is dual registered and one school agrees the other school can delete | In-Year transfer – Maintained school | Name and DfE number of Main registered school | Upload to Main school vis S2S | Automated data collection from SIMS |
| 4 | 8 (d) | School receive written notification from parent that pupil is receiving education otherwise (e.g. EHE) | Elective Home Education | Pupils new address (if applicable) | Upload to 937 LLLL via S2S | Automated data collection from SIMS    Copy of de-registration letter and School Exit Form to ehe@warwickshire.gov.uk |
| 5 | 8 (e) | Pupil ceases to attend and no longer lives within a reasonable distance of the school\*  (except in the case of a boarder) | In-year transfer – Maintained School  Or  In-year transfer – Independent School  Or  Left Country | Name of new school (if known) and DfE number (if applicable)  Pupils new address | Upload to new school (or MMM MMMM) via S2S | Automated data collection from SIMS |
| 6 | 8 (f) | Pupil has failed to return after an authorised holiday and the school and LA have both jointly failed to ascertain where the pupil is within ten school days of expected return | Missing Pupil | Unknown | Upload to XXX XXXX via S2S | Automated data collection from SIMS  CME referral form completed and sent securely to cme@warwickshire.gov.uk within 10 days of expected return  LA and school jointly make enquiries to ascertain whereabouts |
| 7 | 8 (g) | School receive medical evidence to confirm pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age and neither pupil nor the parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age | Other Reason | Medical grounds | N/A | Automated data collection from SIMS |
| 8 | 8 (h) | Pupil has been continuously absent (unauthorised) for 20 school days and the LA and school have both jointly been unable to ascertain where he is. | Missing Pupil | Unknown | Upload to XXX XXXX via S2S | Automated data collection from SIMS  CME referral form completed and sent securely to cme@warwickshire.gov.uk within 10 days of expected return  LA and school jointly make enquiries to ascertain whereabouts |
| 9 | 8 (i) | Pupil is detained following a court order for a period of 4 months or more and is not expected to return to school | Other reason | Detained following court order | N/A | Automated data collection from SIMS |
| 10 | 8 (j) | Pupil has died | Deceased | Leave blank | N/A | Discuss with the local authority as appropriate |
| 11 | 8 (k) | Pupil ceases to be of compulsory school age – parent/carer agrees | Normal leaving age | Leave blank | N/A | Automated data collection from SIMS |
| 12 | 8 (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 | N/A  Criteria applies to independent schools only | N/A  Criteria applies to independent schools only | N/A | N/A |
| 13 | 8 (m) | Pupil is permanently excluded | Permanent Exclusion | ABP or EIS |  | Automated data collection from SIMS  Send copy of exclusion letter to [exclusions@warwickshire.gov.uk](mailto:exclusions@warwickshire.gov.uk) on day of permanent exclusion |
| 14 | 8 (n) | Pupil not transferred from nursery to another class | Other reason | Leave blank | N/A | Automated data collection from SIMS |
| 15 | 8 (o) | Pupil is a boarder at a maintained or Academy and charges remain unpaid at the end of the school term | Other reason | Leave blank | N/A | N/A |

\*A reasonable travelling distance usually means

• any walking distance up to the statutory walking distance of 3 miles for pupils 8 years old and above and up to 2 miles pupils up to eight years old

• a journey of not more than 75 minutes each way for secondary age pupils and 45 minutes each way for primary age pupils by public transport

(*Home to school travel and transport guidance - Statutory guidance for local authorities July 2014*)

**Creating a Common Transfer File (CTF)**

The S2S system allows schools to securely share information, for example to transfer pupil records using the common transfer file protocol (CTF).

When the new school is known, the CTF must be created using the naming protocols, which include the new schools DfE number, uploaded securely to S2S and the new school can download the CTF.

If the new school is not known, the CTF must be uploaded to XXX XXXX (in place of the school DFE number).

If the new school is one outside of England and Wales, or is not a maintained or academy school, the CTF must be uploaded to MMM MMMM.

Full instructions for saving, uploading and receiving files via S2S can be found in the guide for schools at:

<https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>

**Adding a new pupil to your roll**

**All** maintained, academy, independent and free schools **MUST** inform the LA **within five days** of adding a pupil’s name to the admission register at a non-standard transition point.

For schools who share data with the LA through the ICT Development Service, entering details of the new pupil into appropriate fields in your MIS allows this information to be shared automatically.

The following information should be recorded in your MIS for all new pupils admitted or re-admitted to your school roll:

* the pupil’s full name
* the pupil’s gender
* the pupil’s date of birth
* the date the pupil was admitted to the school
* the name of the school the pupil last attended
* where applicable, a statement that the pupil is a boarder

### Parents and Carers

* the name and address of every parent and carer of the pupil that is known to the school
* which of these parents and carers the pupil normally lives with
* emergency contact details of the parents and carers

The LA will be notified of all new admissions through the automated data collection process.

**NOTE:**

**If you are expecting a child to start on your school roll but they fail to attend, you must notify the LA by secure email at** [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk)