

LEICESTER CITY COUNCIL

LA and Independent Schools Protocol on the Management of Children Missing Education December 2016



Background

Leicester is a diverse city with high levels of mobility. This has an impact on children who are attending schools in the city as each year; high numbers of children leave at points other than the usual transfer times; destinations are varied and many of the children go to countries outside the UK. It is important to fully consider any known or suspected risk to children who leave our schools and to ensure that appropriate action is taken to safeguard them when necessary. Independent schools will also have cases of poor attendance where there are concerns about the reasons for the absence. It is imperative that schools and the LA work in partnership to ensure children's safeguarding requirements are met.

In July 2015, Ofsted wrote to the Education Secretary to highlight concerns identified in Birmingham and Tower Hamlets where schools did not appear to have sufficient information about children's destinations; they noted the risk children may be subject to including forced marriage, FGM, radicalisation and CSE. They also noted that the legislation underpinning schools' responsibilities was lacking and recommended that action be taken urgently at a government level. This resulted in a consultation process and in The Education (Pupil Registration) (England) (Amendment) Regulations 2016. The changes came into force on 1st September 2016 and are intended to improve information in identifying children missing in education.

The effect of the legislation is to extend the duties placed on independent schools.

The full requirements are now for independent schools to:

- share basic information with the LA on all children who become registered pupils of the school,
- make reasonable enquiries jointly with the LA to ascertain where a child is (when they stop attending and their whereabouts are unknown),
- share basic information with the LA on all children who are to be removed from roll.
- inform the LA of any child who fails to attend regularly
- inform the LA of any child who has 10 or more consecutive days of absence that is not authorised

The protocol includes details of:

1. Relevant legislation and statutory guidance

2. Independent Schools' responsibilities - guidance,
3. General advice – concerns about the child's whereabouts or destination,
4. LA responsibilities and actions

1. Legislation and statutory guidance

From 2007 there has been a statutory duty on all local authorities in England and Wales under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME). Since 2007, the local authority has maintained records of the education provision of all children in the city known to education services. As education services have identified children believed to be living in the city, this has regularly led to requests to independent schools for **confirmation that individual children are on roll**. Some independent schools have very helpfully shared their rolls with the LA and this has greatly assisted in ensuring that children who are or may be missing from education have been identified and the necessary actions have then been undertaken. **All independent schools are now required to share details of pupil registrations with the LA within 5 days of adding them to the register.**

With regards to children who have attended independent schools for whom there are **attendance concerns or where they have been removed from roll**, circumstances under which the school has been required to share information with the LA have previously been restricted to cases where a child has:

- failed to attend regularly or
- who has had 10 or more consecutive days of unauthorised absence or
- who has been removed from roll for the reason of:
 - home education,
 - having moved and no longer being ordinarily resident
 - being certified by the medical officer as being unlikely to be in a fit state of health to attend before ceasing to be of compulsory school age (and parent has not indicated a plan for them to return in year 12)
 - being detained for more than 4 months and no likely return on release
 - permanent exclusion.

The above duties prescribed in The Education (Pupil Registration) (England) Regulations 2006 are extended by the September 2016 amendments; the relevant statutory guidance has recently been updated: [Children Missing Education; statutory guidance for local authorities \(September 2016\)](#) and is available on the Gov.uk website.

Annex C of this document details the **actions to be taken by independent schools** to comply with these legislation changes.

In addition to advising the LA about any child who has failed to attend regularly and/or who has had 10 or more consecutive days of unauthorised absence, the effect of the amendment to the regulations is that **all independent schools are now required to share details of all planned deletions from roll with the LA and to work jointly with the LA to ascertain the whereabouts of any child where this is not known.** The prescribed reasons for deleting a child's name from the register are listed in Annex A.

2. Independent Schools' responsibilities - guidance

There are a number of different scenarios that can apply which may lead to removal of a child from the school roll; these scenarios are listed below with guidance to assist schools. The form in Annex B is designed to assist schools to collect as much information as possible to confirm a child's safe transfer to another school and it serves as a referral to the Education Welfare Service (EWS) where this is appropriate. Completion of this form (or the school's own similar form) will serve as a comprehensive record of the information established about a child's departure and will demonstrate the efforts the school has made to ensure the child's safe onward transfer.

Schools should ensure that parents are aware of the importance of keeping the school fully updated regarding changes to their address, plans to move out of the area etc prior to any actual move with one or both parents or to a parent who lives at another address. At the point a forthcoming planned move comes to light, or following an apparent unexpected move, the school should seek to identify all relevant information and record this on the form in Annex B.

NB Where a child has moved but is still attending, other than ensuring the school records are updated, no action needs to be taken.

a.) New school has child on roll – confirmed with school directly:

- There is no need to complete the form in Annex B as the child is on roll at another school – complete destination field in the school's management information system
- Inform the LA that the child is leaving your school:
 - Complete the red "Leavers" worksheet of the Changes to Pupil Roll form. The form requires the following information:
 - Date the child is leaving your school; Reason for Leaving; Student details; Destination School including LA number; DFE Number; School name and Start Date. Please also complete the carer details.
 - The workbook should be saved and uploaded to AnyComms+ secure file transfer system with the file type "Change to Pupil Roll" and sent to CYPS info management.
- Remove from roll

b.) Child is understood to be moving – new address is in city or nearby in county (ie possibly within travelling distance) and parent states child will no longer attend:

- Use the form in Annex B to capture the relevant information as far as possible with parent/carer
- Encourage the parent to continue to ensure the child attends until they leave the current address – explore with them how the child could travel and continue to attend if they do not have a place at a new school at the new address
- Where a parent does not wish to continue to send the child to the school, **inform the LA** of the forthcoming removal from roll.
 - Complete the red “Leavers” worksheet of the Changes to Pupil Roll form. The form requires the following information:
 - Date the child is leaving your school; Reason for Leaving; Student details; Enter as much information about the destination of the student as possible in the Other reason for leaving destination column. Please also complete the carer details.
 - The workbook should be saved and uploaded to AnyComms+ secure file transfer system with the file type “Change to Pupil Roll” and sent to CYPS info management.

c.) Child has moved and stopped attending - confirmed child in admissions process in new LA (or known to a service in new LA which has responsibility to ensure child receives an education eg social worker or education professional):

- Enter the details of the LA, who was spoken to and their role in destination field in the school’s MIS system
- Inform the LA that the child is leaving your school:
 - Complete the red “Leavers” worksheet of the Changes to Pupil Roll form. The form requires the following information:
 - Date the child is leaving your school; Reason for Leaving; Student details; Destination LA number; Please also complete the carer details.
 - The workbook should be saved and uploaded to AnyComms+ secure file transfer system with the file type “Change to Pupil Roll” and sent to CYPS info management.
- Remove from roll

d.) Child is understood to be moving/has moved – distant county location or elsewhere in UK, or left address but no information on whereabouts - Safe transfer to school or professionals in new LA unconfirmed:

- Complete Form in Annex B

- Discuss the case with the EWS and refer if this is deemed to be appropriate using Annex B form
- Following agreed referral, EWS will undertake casework jointly with the school and provide guidance to school on removal from roll
- Remove from roll in line with advice from EWS (see Annex A (1h)) and **inform the LA** of the forthcoming removal from roll.
 - Complete the red “Leavers” worksheet of the Changes to Pupil Roll form. The form requires the following information:
 - Date the child is leaving your school; Reason for Leaving; Student details; Enter as much information about the destination of the student as possible in the Other reason for leaving destination column. Please also complete the carer details.
 - The workbook should be saved and uploaded to AnyComms+ secure file transfer system with the file type “Change to Pupil Roll” and sent to CYPs info management.

e.) Child is understood to be moving out of UK / is reported to have moved out of UK already:

- Complete the form in Annex B as far as possible
- If the child has a Social Worker, as soon as the information about the move comes to light, contact the Social Worker
- If the child has any other professional working with the family in a supportive capacity, contact them if there are concerns about the move
- Refer to EWS (using form in Annex B) for further investigation - only if there are any current or previous concerns
- EWS will undertake casework jointly with the school and provide guidance to school on removal from roll
- Remove from roll in line with advice from EWS or, if no referral has been deemed to be necessary (as there are no current or previous concerns), remove from roll following the forthcoming removal details being submitted to the LA in the usual way –
 - Complete the red “Leavers” worksheet of the Changes to Pupil Roll form. The form requires the following information:
 - Date the child is leaving your school; Reason for Leaving; Student details; Enter as much information about the destination of the student as possible in the Other reason for leaving destination column. Please also complete the carer details.
 - The workbook should be saved and uploaded to AnyComms+ secure file transfer system with the file type “Change to Pupil Roll” and sent to CYPs info management.

3. General advice – concerns about the child’s whereabouts or destination

Where i) a child is understood to be moving address or ii.) the move has subsequently come to the school’s attention, where there are concerns due to the school being unable to confirm safe transfer, **in particular where a move abroad is known or suspected**, schools should seek to ascertain as much of the information in Annex B as possible. Where the school is aware of another agency or professional being involved with the family, they should alert them to the concerns as a matter of urgency and both seek information and support from them to confirm the child’s wellbeing. It may be appropriate to seek information from a named emergency contact on the child’s school records.

Key principle is that independent confirmation of the details is always ideally required prior to removing a child from roll when a parent has advised of a move to another area or country outside of the UK. Where the only available information is from the parent, the child should be referred to the EWS (using Annex B) who will provide guidance on removal from roll.

All available information should be triangulated to identify potential concerns, including information from the child themselves and their friends if such information comes to light.

Where there are concerns about the child’s wellbeing, the concerns should be carefully considered with the aim of either taking action to confirm the child’s safe transfer to another school or LA or, to involving services as appropriate.

Confirmation from an independent source could come from another LA, a school in another area or the parent/carer may have some documentation relating to the new address which can be confirmed independently. Schools abroad will usually be willing and able to confirm a child is on roll with them via e-mail; the address should match the one on their website.

Where concerns exist due to a lack of clarity, a lack of willingness to share information on the parent’s part, or due to the destination (eg a conflict zone), or due to further information that has come to light from the child or their friends, or from a sibling’s school etc, an assessment should be undertaken with a view to:

- Following safeguarding procedures where significant risk of harm is identified – referral to Children’s Social Care or contact Social Worker if already involved
- Referring to EWS to make relevant enquiries

NB Prior to referral to the EWS for a child who cannot be located, independent schools are expected to undertake an initial home visit and to make checks with neighbours and emergency contacts.

When a parent has been transparent and cooperative in their sharing of information, this will usually indicate that the child is not at risk, but there could be individual cases where this is not the case hence all cases should be carefully considered with information available being triangulated to identify concern.

Leavers joining a Witness Protection Scheme or Fleeing Violence/abuse

Occasionally when a child leaves, there are special circumstances which make it necessary to keep their new location highly confidential. Typically this is because they are fleeing violence or some other threat or in a very few cases they are joining a witness protection scheme.

It is important that you confirm with the new school that the child is on roll, but do not record the new address or the new school in the school's MIS. For these cases it is also important for you to contact the CME Information Officers (CME@leicester.gov.uk, 0116 454 37 1129 or 1132) so that the centrally held record can be updated in a way which protects the child's new location and prevents a CME investigation from being triggered. Please do not email child's personal details.

Where children have left due to domestic violence, witness protection or some other known threat; if you are unable to locate them at a new school, you should refer them to the EWS. The EWS will then take appropriate steps and ensure that the child is in education and ensure that the centrally held record is updated in a way that protects the child's new location.

Schools in the UK

To find the contact details of schools in England or Wales, you can look them up on [EduBase](#) which is the DfE's index of schools.

If a pupil has relocated to Scotland or Northern Ireland, you should attempt to have contact with the new school to confirm that the child is either in their admissions system or has started there. It is never sufficient to accept the word of a parent/guardian and independent confirmation that a child is either in the admissions system in the new area, or that they are on the roll of a new school is required.

Common Transfer Files or SIMS queries should be addressed to your school's Management Information System support provider.

The LA briefing for independent schools on the changes is available at Annex C.

4. Children with irregular attendance and/or 10 or more days of unauthorised absence

Existing requirements set out in the Regulations require all schools to share information with the local authority regarding pupils who have irregular attendance

and those who have 10 or more consecutive days of unauthorised absence. Independent schools are asked to complete the following information on the “irregular attenders” (orange) sheet within the Changes to Pupil Roll form.

- Child’s details; Date last attended; Absence reason (if known); Action undertaken to date by the school.
- We also ask that the school provides the name of a person who can be contacted and their contact details.
- The completed form should be submitted to the LA via AnyComms+ (see Annex C)

5. Children on part-time timetables

Ofsted takes the view that there is an obligation for all schools to notify the local authority of any part-time education arrangements for their pupils. This obligation was detailed for the first time in the Ofsted report Pupils Missing Out on Education in November 2013. This includes all schools and relates to children who are not attending a registered school or alternative provision for a part of the school week. Schools should inform the local authority of children who are on part-time timetables through the completion of an “Irregular Attenders” form. See Annex D. This requires schools to identify how the arrangements will be reviewed. The irregular attenders form should be completed and submitted when the part-time timetable arrangement is agreed and half-termly from then on.

Please complete the following information on the “irregular attenders” (orange) sheet within the Changes to Pupil Roll form.

- Child’s details; the start date of the part-time timetable arrangement; the planned review date and the number of sessions that the child will not be in school (out of 10 possible in the week).
- We also ask that the school provides the name of a person who can be contacted to discuss if necessary and their contact details.
- The completed form should be submitted to the LA via AnyComms+ (see Annex C)

6. LA responsibilities and actions

The LA must ensure that where safe transfer to another school or admissions system in the UK has not been established, that all possible relevant actions are undertaken with the aim of ensuring the child’s wellbeing and safe transfer. Where the child is understood to be moving abroad, or where they have not returned as expected, it may be appropriate to refer to the EWS for further investigation. In order to decide the extent of the actions deemed appropriate, the details in the form in Annex B will be fully considered.

When EWS intervention is required, the standard actions the EWO will undertake are:

- Possible further home visit/s, checks with neighbours (depending on information ascertained during home visit/s undertaken by school staff)
- Check of council databases
- Check with health re GP registration
- Emigration checks where there is a perceived risk
- Follow up all other possible sources of information identified during the investigation

The LA Children Missing Education Information Officers will undertake a monitoring function of the system whereby cases where a school advises the LA of a forthcoming removal from roll where there has been no EWS involvement will be sampled to identify any issues. This will result, where appropriate, in training being offered and/or the amendment of the protocol.

An Attendance and CME Strategy Group will regularly review performance management information and processes and ensure that this protocol is being followed. They will also ensure that information from sampling is considered, issues addressed and risks are swiftly highlighted.

Nothing in this protocol affects the duty to refer to social care when thresholds are met. The LSCB guidance is available on the [LSCB website](#).

Legislation – Removal from Roll

Children of statutory school age:

	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.

<p>6.) 8(1)(f)</p>	<p>in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(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;</p> <p>(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</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
<p>7.) 8(1)(g)</p>	<p>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</p>
<p>8.) 8(1)(h)</p>	<p>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.</p>
<p>9.) 8(1)(i)</p>	<p>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.</p>
<p>10.) 8(1)(j)</p>	<p>that the pupil has died.</p>
<p>11.) 8(1)(k)</p>	<p>that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p>

	(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.

Children not of statutory school age (taken directly from legislation)

8(3a) that he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school

(3b) 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 agreed by the proprietor; .*
- (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 has failed, after reasonable enquiry, to ascertain where the pupil is.*

(c) that the pupil has died;

(d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher, class at the school; or (e) that he has been permanently excluded from the school.

ANNEX B

SAFE REMOVAL FROM ROLL FORM / REFERRAL TO LA

Completion of this form will assist schools to determine if referral to the EWS is appropriate. (For use with reference to the case scenarios.)

Save form electronically in child's record. Use form to refer to EWO. LA may request form.

Leicester City Independent School:	
Child/ren's name(s): 1. 2. 3.	Child's dob & UPN: 1. / 2. / 3. /
Person providing information: 1. Name: 2. Mobile no: 3. E-mail addresses: 4. Relationship to child	1. 2. 3. 4.
Parent/s carers if different to the above:	Enter 1 – 4 as above in this box
New Address:	
Date family moving if still in city:	
Last date child will attend the school:	
If child has stopped attending, last date:	
Is child in the Admissions process in the new LA, if yes, give details of a. LA and b. schools applied for:	Yes/No a. b.
If destination is outside of UK, how will the family be travelling?	
Flight details: a. Airline: b. Date of travel: c. Flight number: d. Destination Airport: e. If there is a connecting flight, record same details as above:	a. b. c. d. e.
Place in school for child/ren in new location? Yes / No (State name of school/s with tel no if known):	1. 2. 3.
Any other information including concerns from friends, information from siblings' schools:	
Is social care involved? Y/N – if Y, inform social worker: date informed Is there a need for the LA to investigate further? Y/N – if Y, send form to EWO	
If child/ren not referred to the EWO, how do you know the family has left the address? Provide details:	
Is the school view that CP thresholds have been met? Yes / No If Yes, confirm that CP processes have been followed – Yes / No	

Date form completed: _____ Dates of subsequent updates: _____

If form to be sent to LA, use 'Removal From Roll – Annex B' in Anycomms plus.

Briefing for Independent Schools

Amendments to the Pupil Registration Regulations – 1st September 2016

All schools including independent, academies, free schools and LA maintained schools are affected by changes in legislation detailed in The Education (Pupil Registration) (England) (Amendment) Regulations 2016. The changes come into force on 1st September 2016 and are intended to improve information in identifying children missing in education.

From this date, all schools, which are situated in the area of Leicester City Council are required to comply with the requirements set out below.

A Pupil Enrolments

With regards to **children starting the school**, including those children in the first year of education, a return must be provided to the LA within 5 days of the child enrolling at the school.

The information provided must include:

All particulars of the pupil that are entered in the admission register;

- name in full;
- sex;
- the name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency;
- where a parent of the pupil notifies the proprietor of the school or a person authorised by the proprietor that the pupil will normally reside with a parent at a specified other address in the future, whether in addition to or instead of the address at which the pupil normally resides, (i) the full name of the parent with whom the child will newly normally reside, (ii) the specified other address and (iii) the date from which it is expected the child will normally reside there, where it is reasonably practicable for the proprietor to obtain that information.
- day, month and year of birth;
- day, month and year of admission or re-admission to the school,
- name and address of the school last attended, if any, and where a parent of the pupil notifies the proprietor or a person authorised by the proprietor of the school that the pupil (i) is also registered at another school or (ii) will be attending a

specified other school in the future, the name of that other school and the first date on which the pupil attended or is due to attend that school, where it is reasonably practicable for the proprietor to obtain that information.

- Where the school includes boarding pupils a statement as to whether each pupil of compulsory school age is a boarder or a day pupil

The duty to make a return for children who are in the first year of education normally provided by the school is discretionary on the part of the local authority. Leicester City Council, chooses to exert this right to receive the details of all children who are admitted to the school in its first year of education by the 5th day of enrolment. We would also request an initial list of all children on roll prior to the 1st September 2016 to ensure we have details of all children on roll. (This will not be necessary for schools who routinely share their rolls with us.)

B Pupil Deletions

With regards to **deletions from the register** there are a limited number of prescribed grounds upon which a child can be legally removed from the register. All deletions, including those children who have completed their final year of education, must be notified to the LA as soon as the grounds for deletion is met (and no later than the time at which the pupil's name is deleted).

The information provided must include:

- full name of child
- full name and address of any parent with whom the pupil normally resides
- at least one telephone number at which any parent with whom the child normally resides can be contacted in an emergency
- name of any other parent and of any other address with whom or at which the pupil does or may normally reside, if applicable
- the details of any other school where the child is registered or may be attending in the future and the relevant date; if applicable the prescribed ground for the deletion

The duty to make a return for children who have completed their final year of education normally provided by that school is discretionary on the part of the local authority. Leicester City Council, chooses to exert this right to receive the details of all children who have completed the final year of education.

The amendments to the Pupil Regulations include an obligation on both the school and LA to work together when the whereabouts of a child are a concern as follows:

- where a child has failed to attend the school within 10 school days immediately following the expiry of a period of granted leave of absence. The school must make reasonable enquiries jointly with the LA to ascertain where the child is. To remove the child in this circumstance, the child must have failed to attend within the 10 school days subsequent to the agreed leave of absence and there must be no reasonable grounds to believe that the child is unable to attend by reason of

sickness or any other unavoidable cause, and, the school and the LA have failed after jointly making reasonable enquiries, to ascertain where the child is.

- where a child has not attended for 20 continuous days and where at no time was the absence authorised, and where there are no reasonable grounds to believe the child cannot attend due to sickness or an unavoidable cause, the child can only be removed from roll when the school and LA have jointly made reasonable enquiries to ascertain the whereabouts of the child and those enquiries have failed to ascertain where the child is.

C Electronic process for sharing pupil enrolments and deletions

Where a school's SIMs system is linked electronically to the Leicester City local authority Capita ONE system enrolments and deletions are already shared electronically. Where a school does not have this link information should be share via the secure file transfer site AnyComms+.

An Excel workbook has been prepared which will be emailed to all independent schools and is available via a link on <https://schools.leicester.gov.uk/> .

The workbook comprises of three worksheets. Independent schools are requested to complete the relevant sheet whenever a new pupil is enrolled at the school, when a child is to be removed from roll or when there are concerns over a child's attendance. When the change is made please upload the complete workbook on to AnyComms+

New Enrolments – Green sheet

Details of all new children on roll should be entered onto this sheet within 5 days of them starting in the school. The details required include the child's start date at the school, basic details about the child, their carer's details and their previous education provision (if any). Please complete this for **all children on your roll** that you have not previously told us about.

Pupils leaving – Red sheet

Details of any child who is about to leave the school should be completed on the form and the destination provided in line with the processes detailed earlier.

Pupils with irregular attendance – Orange sheet

Complete for all children who are irregular attenders, or who have more than 10 days of unauthorised absence and any that do not attend school full-time. Details of the attendance, or number of sessions not in school due to being part-time should be provided alongside the name of a school contact.

Submitting the file via AnyComms+ <https://filetransfer.leicester.gov.uk>

Use file type: Changes to Pupil Roll

Service: This will be automatically sent to the CYPS Info Management

Ellen Collier
Service Manager – Education Welfare Service
Leicester City Council

September 2016