



Nottingham
City Council

NEW REGULATIONS- NEW REPORTING

The Education (Pupil Registration) (England) (Amendment)

Regulations 2016

WHY CHANGE THE REGULATIONS?



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- ❖ Follows on from the Trojan Horse & Tower Hamlets inquiry by OFSTED.
- ❖ Many schools were not following correct procedures at the time and this gave rise to many safeguarding concerns.
- ❖ It was decided that though school places were important, the focus needed to shift to Safeguarding and that required more involvement by the Local Authority working with schools.

WHAT CHANGES FOR CME?



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NEW REFERRAL PROCEDURES

- ❖ All children who leave your school whether you know the new school or not will be referred to CME.
- ❖ If the new school is not known the referral should be made either on the online referral form or the copy of the form you will be sent upon request to: CME.EducationWelfare@nottinghamcity.gov.uk

REMOVING FROM ROLL.



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❖ When removing a child from the schools Admission Register a full destination must be entered and the reason for removal noted including the regulation under which they are removed. All such removal's from a school roll will be sent to CME in the first instance via the email address:

School.Rollreporting@nottinghamcity.gov.uk.

❖ If the destination school is not known then the regulation by which they are removed will be discussed and agreed with the CME officer holding the case.

ADMISSIONS REGISTER IN SIMS



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Admissions Register (Roll Book)

| Admission Number | Pupil Name | Date of Birth | Sex | Boarder Status | Date of Entry | Previous School | Date of Leaving | Destination | Start Date | Relationship | Parents | Address | Lives With Pupil | Main Phone |
|------------------|---------------|---------------|-----|----------------|---------------|-------------------------------------------------------------------------------|-----------------|-----------------|-------------|--------------|----------------------|------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| 004973 | Ruth Abrahams | 03 Jan 1998 | F | Not a Boarder | 03 Sep 2015 | Cathedral School Cathedral Green Bristol BR1 7UJ | 03 Jan 2017 | Bay High School | 12 Jan 2017 | Father | Mr Chris Abrahams | 27 Oakdown Crescent Olney MK46 5BG | Yes | 01332 454566 |
| | | | | | | | | | | Mother | Mrs Barbara Abrahams | 27 Oakdown Crescent Olney MK46 5BG | Yes | 01332 454566 |
| 003763 | Melanie Adams | 06 Jun 1999 | F | Not a Boarder | 01 Sep 2010 | Peteston Junior School Cambrian Street Patching Peteston SL25 6BP | | | | Father | Mr Harry Adams | 32 Garrowmore Grove Bletchley Milton Keynes MK2 3NW 26 Oct 2016 1 Mercian Close Cirencester GL7 1LT | Yes | 01632111298 |
| | | | | | | | | | | Mother | Mrs Gloria | 32 Garrowmore Grove | Yes | 01632111298 |

OTHER CHANGES TO THE REGULATIONS

❖ All pupils who are admitted to your school, outside of normal transition times i.e. Year 1 and Year 7, will be notified to CME within 5 days of being admitted to your school. They should also be referred on the School.Rollreporting@nottinghamcity.gov.uk email address.

INFORMATION EXPECTED TO BE
SUPPLIED TO THE L.A. UNDER THE
NEW REGULATIONS



- ❖ a. the full name of the pupil;
- ❖ b. the full name and address of any parent with whom the pupil lives;
- ❖ c. at least one telephone number of the parent with whom the pupil lives;
- ❖ d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- ❖ e. the name of pupil's destination school and the pupil's expected start date there, if applicable;
- ❖ **It is not always possible to get the destination details for leavers and therefore it would be good practice to record the previous school and previous address when admitting the child.**

REMOVING FROM ROLL

❖ It remains the legal responsibility of the schools Headteacher / Principal, to remove a pupils name from a school roll. Where a destination school is not known that decision can become problematic and therefore should be taken with the advice of the Local Authority. When a referral has been made to CME the dealing officer will advise **by email** their opinion about whether a child should be removed and under what regulation and no heed should be taken of a phone discussion in that respect unless it is also accompanied by the follow up email.

NEW PROCEDURE FLOWCHART

