

Children Missing Education: Briefing Note (July 2020)

Pupil leaving school at the end of the school phase:

Not all pupils transfer to their expected schools and some pupils may not have agreed transfer places at the end of the school year. Therefore, Norfolk schools are requested to complete off roll notification forms for pupils leaving Yr2 and Yr6 who are suspected to:

- become electively home educated;
- be moving away;
- not have an identified school to transfer to;
- transfer to an independent school;
- transferring to a school outside of Norfolk.

In these circumstances, schools should submit the [off-roll notification form](#) completing the end of phase transfer box in Section 4. These referrals can be submitted before the end of the term, off roll date will be 31/08/2020. Please note, for children who are being removed from roll for any other reason, normal off rolling timescales and procedures apply.

Children leaving you at the end of July and starting a new school in September other than standard transition points:

If a child is starting a new school in September please do not submit the [off-roll notification form](#) until you have confirmed they have started at the new school, remembering to include evidence of who you spoke to and/or email confirmation. Off-roll dates will be either the 31/08/20 or the day before they started at the new school.

New Starters in September:

Admissions will provide you with a final list of all your new starters in Reception, Year 3 and Year 6 as applicable to your school; all of these children need to be put on your school roll in line with legislation. If you find out that any of these children are not starting with you please call the CME team on 01603 307716 for further guidance. If you have any other students that have started with you, and were not on these lists you will need to submit an [on-roll notification form](#) to the CME Team.

If you have any queries please contact the CME team on 01603 307716. Officers will be available during the holiday period.