

LA – EHE Out of School Form

PUPIL DETAILS	
Current school	
Last date of attendance	
Leaving date	
Date recorded as off roll*	
Child's name	
Child's DoB	
UPN	
How does the child identify their gender? – not all children may identify as male or female	
Ethnicity Please obtain this	
Does the child have an EHCP?	Yes <input type="checkbox"/> No <input type="checkbox"/> – if yes please attach a copy
Are there any other special education needs the child may have – issues around literacy, numeracy and accessing the curriculum? Or concerns that may not have been assessed as yet.	Yes <input type="checkbox"/> No <input type="checkbox"/> – if yes please outline support
Does the pupil have any medical / health issues?	Yes <input type="checkbox"/> No <input type="checkbox"/> – if yes please outline support / attach any health plans.
Does the pupil have a history of exclusions – permanent, suspension and or behavioural issues?	Yes <input type="checkbox"/> No <input type="checkbox"/> – if yes please list number of exclusions
Please attach Attendance grid for the last three terms.	
Please attach last school report.	
Please details what discussions school has had with parent before home education / pupil was off rolled?	
Parent/Carer name/s	
Address	
Telephone numbers	
Email Addresses: Please obtain this	

Has the pupil's CTF (Common Transfer File) been uploaded to S2S?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any safeguarding concerns?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>If yes, what actions have you taken? Please include name of current early help or social worker or other services who may work with the family.</p> <p>You should not indicate NO on this form if there are safeguarding concerns about this family.</p> <p>School's Designated Safeguarding Lead's contact details: Name: Email: Telephone number: DSL signature:</p>
Are there any concerns (including welfare) you may have about the child being home educated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes please indicate what these are:
Are there any alternative provision in place or is there an Individual Education Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>	
DECLARATION		
<p>I confirm that this pupil has been removed from the school's roll in line with statutory regulations (The Education (Pupil Registration) (England) Regulations 2006.</p> <p>I confirm that where appropriate safeguarding concerns / welfare /concerns about home education have been recorded on this form.</p>		<p>Head teacher's signature</p> <p>Date:</p>

Please send completed form by secure email to: ehe@camden.gov.uk

Off Rolling Guidance*

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. The reasons below provide a summary.

Code	Reason
8 (1) (D)	Has been taken out of school by their parent/s and are being educated outside the school system. The parent must put this in writing and state how their child will be educated (e.g. to be electively home educated – <i>NB. Pupils with a Statement of SEN or EHCP must not be removed from roll until the LA has assessed the provision as different rules apply</i>).