



Adding pupils to and removing pupils from your admissions register

**Guidance for schools and academies on
meeting the DfE's statutory
requirements.**

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1. Introduction

With effect from 1st September 2016, all schools and academies (including independent and free schools) have been legally required to notify their local authority of every new entry to the school admission register. This must take place within five days of the pupil being enrolled.

In addition, every deletion from the school register must also be sent to the local authority, as soon as one of the statutory grounds for deletion has been satisfied and no later than the date on which the pupil is removed from roll.

The purpose of this document is to:

- ensure that schools are aware of their legal responsibilities for enrolling or removing a child's name from the roll of the school;
- provide specific guidance on the course of action required for each situation in which a child's name may be removed from the school's roll; and,
- eradicate incidents where children can become missing from education.

2. Legal Context

The contents and maintenance of the school roll is governed by [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). These regulations set out how to maintain the school's admission and attendance registers. Failure to comply with The School Attendance (Pupil Registration) (England) Regulations 2024 may constitute a criminal offence, under section 434(6) Education Act 1996.

3. Responsibilities of schools/academies

3.1 School Admissions Register ('the school roll')

The law requires all schools, including independent schools, to have an admission register. The ['Working together to improve school attendance' \(WTTISA\)](#) statutory guidance notes that this must be kept electronically.

The details of all pupils (both compulsory and non-compulsory school age) must be entered on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school or where no start date has been agreed, the pupil's name must be added on the first day that they attend school.

Schools must record personal details of every pupil at the school in the admission register. The register must include the following information:

- Child's full name;
- Name the pupil uses at school;
- Sex;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents the pupil normally lives with;
- at least one telephone number by which each parent who the pupil normally lives with can be contacted in an emergency (see emergency contacts information below);
- Date of birth;
- Date of admission or readmission to the school; and
- the name and address of the last school attended, (if applicable).

Emergency Contacts

The amendment to ['Keeping Children Safe in Education.'](#) states that where reasonably possible, schools should hold more than one emergency contact number for each pupil.

This goes beyond the legal minimum and gives schools additional options to contact a responsible adult when a pupil missing education is identified or where there is a welfare and/or safeguarding concern.

Recording information in the School's Admission Register

It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur. This will assist both the School and Hackney Council when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- a) the full name of the parent with whom the pupil will live;
- b) the new address; and
- c) the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register

- a) the name of the new school;
- b) the date when the pupil first attended or is due to start attending that school; and
- c) the new address, if the new school is not within a reasonable distance of the current address and it is clear that the pupil will be relocating in order to attend the new school.

3.2 Additions to the Admission Register (Joiners)

Admissions to school and school transitions are critical points at which children are at increased risk of becoming children missing education and it is essential that local procedures are followed to prevent this from occurring.

Schools are a protective factor for children, therefore, efficient enrolment into a school is vital to minimise the length of time children may be missing education.

A CMJ file should be used when transferring data about any pupils who have been added to the Admissions Register to the local authority.

The file must contain the following information;

- Child's full name;
- Child's sex;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents the pupil normally lives with;
- at least one telephone number by which each parent who the pupil normally lives with can be contacted in an emergency (see emergency contacts information below);
- Date of birth;
- Date of admission or re-admission to the school; and
- the name and address of the last school attended, (if applicable).

Maintained Schools and Academies

All schools and academies must submit a CMJ to the local authority, unless using SAM to add start dates for those that have gone through an in-year or coordinated admissions process. If unable to add the start date for a child via SAM, a CMJ file must be submitted. For example, out of borough children who have your school named on their Education, Health and Care Plan.

Schools and academies are only required to submit statutory notifications in relation to pupils who fall within cohorts Reception through to Year 11, inclusive. However, you are advised to submit a CMJ file for those below or above statutory school age as this promotes the safeguarding of those children and will also ensure entitled children are linked to your nursery/school for an accurate free school meal list.

Special Schools, Pupil Referral Units and Alternative Provision (AP) Free Schools

All Special Schools, Pupil Referral Units and AP Free Schools must submit a CMJ in every case. This includes children attending your school/setting as part of a dual registration agreement. If a dual

registration agreement is in place, you must also inform the LA if your establishment is the main or subsidiary school.

Independent Schools

All independent schools must submit a CMJ for every child that joins the school roll.

If an independent school is unable to generate CMJ files, they should contact the Admissions & Pupil Benefits Team who will provide a spreadsheet alternative which can be populated with data regarding new starters and shared with the local authority.

Nursery and sixth form admissions

The DfE guidance states that you do not have to inform the local authority when children who are not of compulsory school age join your school. However, as noted above, Hackney Education would encourage you to submit a CMJ file for all those on roll.

If a nursery or sixth form is unable to generate CMJ files, they should contact the Admissions & Pupil Benefits Team who will provide a spreadsheet alternative which can be populated with data regarding new starters and shared with the local authority.

Dual Registration

If a child is joining a school as part of a dual registration, a CMJ file must be sent to Hackney Education. For example, this could include a child joining the roll on a part time basis, as part of a managed move or via a commissioned AP placement following a fixed period suspension.

3.3 Deletions from the Admission Register (Leavers)

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling.

In accordance with regulation 13(4) of the School Attendance (Pupil Registration) (England) Regulations 2024, a school must notify the local authority when a pupil's name is to be deleted from the admission register under any of the reasons set out in regulation 9, as soon as the pupil's name is to be deleted.

A CML file should be used when transferring data about any pupils who have been deleted from the school's admissions register. The file must contain the following information;

- the full name and address of the pupil;
- at least one telephone number of the parent with whom the pupil lives;
- 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;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 9 under which the pupil's name is to be removed from the admission register (see Appendix 1).

Maintained Schools and Academies

All schools and academies must submit a CML in every case. Schools and academies are only required to submit statutory notifications in relation to pupils who fall within cohorts Reception through to Year 11, inclusive. However, you are advised to submit a CML file for those who are non statutory school age as this promotes the safeguarding of those children and will also ensure an accurate free school meal list.

Co-ordinated admissions

If children offered a place to start in Reception or year 7 do not arrive on their expected start date, they should be treated as non-attenders from the first day of absence. Schools should take a proactive approach in contacting families when children do not actually attend. Further guidance about the non attenders process will be sent by the local authority at the start of each academic year.

Special Schools, Pupil Referral Units and Alternative Provision (AP) Free Schools

All Special Schools, Pupil Referral Units and AP Free Schools must submit a CML in every case. This includes when a child leaves at the end of their phase of education.

Independent Schools

All independent schools must submit a CML for every child that leaves the school roll. This includes when a child leaves at the end of their phase of education.

If an independent school is unable to generate CML files, they should contact the Admissions & Pupil Benefits Team who will provide a spreadsheet alternative which can be populated with data regarding leavers and shared with the local authority.

Nursery and sixth form admissions

The DfE guidance states that you do not have to inform the local authority when children who are not of compulsory school age leave your school. However, as noted above, Hackney Education would encourage you to submit a CML file for all those on roll.

If a nursery or sixth form is unable to generate CML files, they should contact the Admissions & Pupil Benefits Team who will provide a spreadsheet alternative which can be populated with data regarding leavers and shared with the local authority.

Information schools must provide to the local authority:

Where a school notifies the local authority that a pupil's name is to be deleted from the admission register, as set out in regulation 13(4), the school **must** provide the local authority with the following information:

- the full legal name and address of the pupil;
- at least one telephone number of the parent with whom the pupil lives;
- 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;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;

- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 9 under which the pupil's name is to be removed from the admission register (see Appendix 1).

A school cannot retrospectively delete a pupil's name from the admission register or attendance register. The admission register and attendance register must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.

4. Process for sharing information with Hackney Education when adding or removing pupils from roll

Creating a CMJ/CML file

To facilitate the sharing of information, two partial child transfer files were created by the DfE to enable schools to share this information easily with their local authority. These are called CMJ and CML files.

All Hackney maintained schools and academies use a Management Information System (MIS) that allows for the exporting of CMJ/L files, for example SIMS, Bromcom or Arbor. If for any reason, you cannot create a file, then, in the first instance, you should contact your school system administrator.

If you continue to experience difficulties, or you do not have access to a system that allows this, you should contact the Admissions & Pupil Benefits Team who will provide a spreadsheet alternative which can be populated with data regarding new starters and leavers

Requests for the spreadsheet can be sent to pupilbenefits@hackney.gov.uk.

AnyComms

To ensure secure data transfer to the local authority, CMJ/CML files and data spreadsheets can be uploaded via [AnyComms](#). If a school is unable to access Anycomms, they should contact the Admissions & Pupil Benefits Team for further advice.

Any queries regarding the submission of files can be sent to pupilbenefits@hackney.gov.uk.

5. Process for sharing information with other schools when adding or removing pupils from roll

Common Transfer File

Whenever a pupil joins or leaves a school/academy a Common Transfer File (CTF) MUST also accompany him or her. Please see link to [CTF Guidance](#).

Please note, the local authority is not able to process files in a CTF format, as these are designed for data sharing between schools only.

If a pupil is removed from roll for elective home education, school/academy must retain the CTF until such time as the pupil may return to a school roll.

If a pupil is removed from roll and their whereabouts are unknown, the school/academy must retain the CTF until such time as the pupil's whereabouts are known and the pupil may return to a school roll. A child is missing from education (CME) if they are of compulsory school age (age 5-16), do not have a school place and no alternative education arrangements have been made for them.

6. Reasonable joint enquiries

All schools and academies are jointly responsible, along with the local authority, for trying to locate the whereabouts of a child who has stopped attending prior to removing that child's name from the school roll. A pupil's name can only be removed from the admission register under code G, H or I if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries.

Appendix 2 indicates what reasonable enquiries are expected by schools. Please ensure that all information is included in your CME referral including last known address, evidence of efforts that you have taken to locate the child and any specific safeguarding concerns. This should be emailed to cme.education@hackney.gov.uk

7. Grounds for deleting pupils from the admission register

The School Attendance (Pupil Registration) (Regulations) (England) Regulations 2024 state that a pupil's name can only be deleted from the admissions register for a reason set out in regulation 9.

Before removing a pupil from your admissions register and exporting your CML file, it is important to check that your registers hold all of the information that needs to be sent to the local authority. The required information for each removal ground is set out in Appendix 1 on the following page.

Appendix 1: Grounds for deleting a pupil of compulsory school age from the school admission register

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>	<i>L</i>	<i>M</i>
New 2024 Code	Old Code	Code description	Pupil Name	Parent/ Carer Name	Home Address	Parent/ Carer Phone	New Home Address	New Home Address Start Date	New School Name	New School Start Date	Removal Ground	Notes
A	B	Pupil has been registered at another school	Y	Y	Y	Y	If applicable	If applicable	Y	Y	Y	Information in columns J & K must be provided. If any new school is no longer within a reasonable distance from a child's current home address, then information in columns H & I will also need to be provided. Pupils should not be removed from roll until their attendance at the receiving school is confirmed.
B	N	Pupil has not continued at the school following completion of nursery education	Y	Y	Y	Y	If applicable	If applicable	If applicable	If applicable	Y	This code should not be used for any child of statutory school age. Children become statutory school age the term after their 5th birthday, except those who turn 5 in the summer term, who must start in the summer term.
C	C	Pupil is also registered at one or more other schools and the other schools have agreed the deletion	Y	Y	Y	Y	If applicable	If applicable	Y	Y	Y	Information in columns J & K must be provided. If any new school is no longer within a reasonable distance from a child's current home address, then information in columns H & I will also need to be provided. This code requires agreement between both schools to confirm a pupil's status.
D	A	Pupil has a school attendance order which has been changed to name another school	Y	Y	Y	Y	If applicable	If applicable	Y	Y	Y	This code is rare and does not currently apply to any Hackney child.
E	N/A	Pupil had a school attendance order which has been revoked	Y	Y	Y	Y	If applicable	If applicable	Y	Y	Y	This code is rare and does not currently apply to any Hackney child.
F	D	Pupil will be leaving the school to be educated	Y	Y	Y	Y	If applicable	If applicable	N	N	Y	If a child is moving to home education, notification should also be sent to the EHE team. Further

A	B	C	D	E	F	G	H	I	J	K	L	M
New 2024 Code	Old Code	Code description	Pupil Name	Parent/ Carer Name	Home Address	Parent/ Carer Phone	New Home Address	New Home Address Start Date	New School Name	New School Start Date	Removal Ground	Notes
		otherwise than at a school										information regarding EHE can be found here . Pupils should not be removed from roll without written notification from parents.
G	E	Pupil no longer normally lives a reasonable distance from the school	Y	Y	Y	Y	Y	Y	If applicable	If applicable	Y	Information in columns H & I must be provided even if the child is moving abroad. No child with a Hackney address should be removed under this code.
H	F	Pupil has not returned 10 days after a leave of absence	Y	Y	Y	Y	If applicable	If applicable	If applicable	If applicable	Y	Contact your Attendance Officer before using this code. Joint reasonable enquiries must be made before a pupil can be deregistered. The CME team should also be notified. Further information can be found here .
I	H	Pupil has been continually absent from school for 20 school days	Y	Y	Y	Y	If applicable	If applicable	If applicable	If applicable	Y	Contact your Attendance Officer before using this code. Joint reasonable enquiries must be made before a pupil can be deregistered. The CME team should also be notified. Further information can be found here .
J	I	Pupil is detained under a sentence of detention	Y	Y	Y	Y	Unlikely to apply	Unlikely to apply	N	N	Y	This code must be supported by evidence that the pupil will not be returning to school after being detained – usually relating to becoming over statutory age whilst detained. Nick.Corker@hackney.gov.uk should be notified.
K	J	Pupil has died	Y	Y	Y	Y	Unlikely to apply	Unlikely to apply	N	N	Y	N/A

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>	<i>L</i>	<i>M</i>
New 2024 Code	Old Code	Code description	Pupil Name	Parent/ Carer Name	Home Address	Parent/ Carer Phone	New Home Address	New Home Address Start Date	New School Name	New School Start Date	Removal Ground	Notes
L	K	Pupil will be over compulsory school age and will not continue into the sixth form	Y	Y	Y	Y	If applicable	If applicable	N	N	Y	This code only applies to those ceasing to be of compulsory school age (Year 11+)
M	O	Pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid	Y	Y	Y	Y	If applicable	If applicable	If applicable	If applicable	Y	This code should not be used by any Hackney maintained school or academy.
N	L	Pupil has ceased to be a pupil at an independent school or non-maintained special school	Y	Y	Y	Y	If applicable	If applicable	If applicable	If applicable	Y	This code applies to independent schools only and should not be used as a 'default' leaver's code.
O	M	Pupil has been permanently excluded from the school	Y	Y	Y	Y	If applicable	If applicable	Y	Y	Y	Pupils must remain on roll until 15 days following a Pupil Disciplinary Committee (PDC) decision to uphold the exclusion. This enables parents to have time to consider whether to request an Independent Review Panel (IRP). Any child with a Hackney address will be referred to New Regents College. For those with an out of borough address, the child will be placed by their home LA.
N/A	G	Health	Y	Y	Y	Y	If applicable	If applicable	N	N	Y	Schools should consult with parents and Medical Practitioners involved with the Pupil. This code is rare.

Appendix 2: Joint reasonable enquiries expectations



Child Missing Education Process/Checklist

The DfE (Department for Education) defines "Children Missing from Education" (CME) as children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise than at school.

