

**Date: April 2017**  
**Our ref: AB/RE**

**Oxfordshire County Council  
The County Attendance Team  
Second Floor, West Wing  
Abbey House  
Abbey Close  
Abingdon OX14 3JD**

**Lucy Butler  
Director for Children's Services**

**This matter is being dealt with by Alan Blackmore**

Dear Headteacher,

We wrote to you in September 2016 to remind you of the new requirements applying to schools as a result of the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#). The Regulations were published on 22 July and came into force on 1 September 2016.

The Regulations amend the Pupil Registration Regulations 2006 by requiring schools to include additional information on their admissions registers. They also introduce new requirements to report to the local authority additions to, and removals from, the register. All starters and leavers outside the normal starting and leaving points for the school must be notified to the local authority, and the regulations specify the information to be provided with each notification.

In September we were hoping that our systems could be amended so that all the details required by the regulations could be sent automatically to the County Council's pupil database by those schools which send in data electronically (the majority of state funded Oxfordshire schools). These schools would not then need to make a separate, manual notification to comply with the regulations.

Unfortunately it has now become clear that this is not going to be possible at this time, though we still hope to be able to make such a change in the future. **We therefore recommend that in order to comply with the regulations, all schools should now make written returns to the local authority of all starters and leavers outside the normal starting and leaving dates for the school.**

To try to simplify the administrative burden this will cause for schools, we have prepared a spreadsheet for notifying admissions and another for notifying removals (attached).

It would be greatly appreciated if you could use these or provide data in spreadsheet form if at all possible.

Please send completed returns to our Pupil Tracking Officer, Alan Blackmore, using the email address [Pupil.Tracking@oxfordshire.gov.uk](mailto:Pupil.Tracking@oxfordshire.gov.uk)

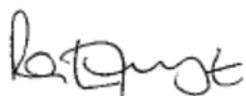
Notes:

1. The new requirements apply only to starters and leavers outside the normal starting and leaving points for the school, **unless** the relevant local authority decides to ask for information relating to starters and leavers at the normal transition points as well. Oxfordshire County Council has decided that for the time being, we will **not** request information relating to starters and leavers at the normal starting and leaving dates for the school. This decision will be kept under review.
2. The regulations require admissions to be reported within five days and removals to be reported immediately.
3. Previously there was no requirement to report admissions to the local authority at all, and removals only in certain circumstances, for example when a pupil was removed to be educated at home or was permanently excluded.
4. The existing pupil tracking procedures will remain in place for pupils who leave without information on their new educational provision. Please continue to report any such cases to the Pupil Tracking Officer **before** removing pupils from your register. A revised children missing education procedure will be published as soon as possible to incorporate the new requirements.
5. The existing arrangements for reporting permanently excluded pupils and pupils who leave for elective home education will also remain in place.

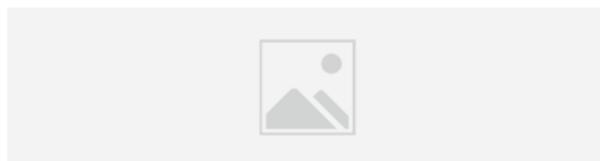
The DfE has issued an updated edition of the statutory guidance [Keeping Children Safe in Education](#) to reflect the new requirements.

If you have any queries or problems contact Alan Blackmore on (01865) 810515 or mobile 07392 318907 or email: [alan.blackmore@oxfordshire.gov.uk](mailto:alan.blackmore@oxfordshire.gov.uk).

Yours sincerely



**Rachael Etheridge**  
Senior County Attendance Officer



**Alison Beasley**  
Local Authority Designated Officer