



Department
for Education

Check Your Performance Measures Data

KS4 June Pupil Removal Requests: Tips for Schools and Colleges

April 2026

Introduction

This document is for schools and colleges who intend to request the removal of a pupil during the 2026 KS4 June checking exercise.

Following feedback from stakeholders, this document will focus on the pupil removal categories that either had a low acceptance rate or would benefit from further clarification on information/evidence requirements.

We have provided visual examples for reference, please note that these have been prepared solely for this document. We are aware that your evidence may look different from our examples, however, these visuals will highlight the key areas we look for in information/evidence.

If you provide information/evidence for a pupil removal request during the 2026 KS4 June checking exercise that is similar to those described in this guidance it is not a guarantee that a pupil removal request will be accepted.

Please click on one of the following links for further information:

- [general tips for pupil removals](#)
- [dual registration/moved school](#)
- [social care involvement - including police/prison](#)
- [terminal/critical illness](#)
- [elective home education](#)
- [admitted following permanent exclusion \(not registered independent schools\)](#)
- [permanently left England](#)
- [admitted from abroad with English not first language](#)



General tips for pupil removals

✔ Do:

- read our communications and guidance **before** you request a pupil amendment. Full guidance will be available on the [CYPMD Help Centre](#) prior to the KS4 June checking exercise opening
- use the 'free text box' within the CYPMD portals, when available, to describe the pupil's circumstances/situation, rather than doing this within your 6-page evidence limit. The free text box should be used to describe briefly the pupil's circumstances/situation, not to repeat information. The evidence should support the narrative/circumstance/situation described in the free text box

✗ Do not:

- request pupil amendments during a checking exercise unless the pupil's circumstances **meet the criteria** of a pupil amendment category in the 2026 KS4 June Checking Exercise Guidance. This will avoid unnecessary burdens on your valuable time
- provide information/evidence of more than 6 pages. Anything more than 6 pages will not be read. The following example shows 2 pages of evidence reduced in size to fit on 1 page. We will count this type of evidence as 2 pages:

 Beesbury County Council. Working together		 Beesbury County Council. Working together													
2025-2026 Elective Home Education Notification Form This form is to be completed in full and forwarded to Beesbury Council at homeeducation@beesbury.gov.uk on the same day.		<table border="1"> <tr><td>Permanent exclusion</td><td></td></tr> <tr><td>Philosophical or preferential reason</td><td></td></tr> <tr><td>Physical health</td><td></td></tr> <tr><td>Risk of exclusion</td><td></td></tr> <tr><td>Suggestion/pressure from school</td><td></td></tr> <tr><td>Unknown</td><td></td></tr> </table>		Permanent exclusion		Philosophical or preferential reason		Physical health		Risk of exclusion		Suggestion/pressure from school		Unknown	
Permanent exclusion															
Philosophical or preferential reason															
Physical health															
Risk of exclusion															
Suggestion/pressure from school															
Unknown															
School	CYPMD Academy														
Headteacher	A Head														
Child's legal name	Pupil A														
Child's preferred name if applicable	A														
Date of birth	07/02/2010														
UPN	Y159048909														
Address	1 Home Road, Beesbury														
Parent career who is giving notification of elective home education	Parent A														
Date of removal of pupil from roll	18/12/2025														
Does child have EHCP	Yes/No														
Does child have SEN support	Yes/No														
Additional context	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.														
Date form completed	20/12/25														
Department for Education categorisation															
Please select from the following DfE categories, the main reasons why EHE has been elected from your understanding of the parent's motivation to home educate.															
Did not get school preference															
Difficulty accessing a school place															
Dissatisfaction with the school- bullying															
Dissatisfaction with the school- general															
Dissatisfaction with the school SEND															
Health concerns relating to Covid19															
Lifestyle choice															
Mental Health															
Other															
Parent/guardian															

1

2

Dual registration/moved school

In 2025 there were 365 pupil removal requests under this category. Of those, **only 4.4%** were accepted and 95.6% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.

Do:

- work with the school where the pupil should be counted for the purposes of performance measures. A corresponding request to add the pupil **must be made by that school during the KS4 June checking exercise**

Do not:

- request the removal of a pupil if the pupil is **dual registered at a non-published school** (hospital special schools and any alternative provision, including pupil referral units)
- request the removal of a pupil if the school where the pupil has moved **to is not willing to add the pupil to their school roll**

Social care involvement - including police/prison

In 2025 there were 1,214 pupil removal requests under this category. Of those, **only 6%** were accepted and 94% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.


Do:


- provide 3rd party/external evidence from **social services, police, or other relevant external body**. This evidence must be provided, narrative from a school/college alone is not acceptable
- provide at least one piece of evidence dated in **2026 and before the start of exams (7 May 2026)**
- ensure the information/evidence shows the involvement of social services (if applicable) with the pupil and their family. The information/evidence from social services must describe the situation and how it has had **a severe and profound effect on the pupil's ability to access education and/or sit all exams** (in school or online)
- provide a police report as part of your evidence (if applicable). You will need to provide an explanation in the free text box in the CYPMD portal to support the police report. Your explanation should describe how the involvement with the police has had **a severe and profound effect on the pupil's ability to access education and/or sit all exams** (in school or online)
- use this category to request the removal of a pupil who has been a victim of crime, as well as for a pupil that is involved with the police due to committing a crime. In addition to the police report you must also provide an explanation in the free text box in the CYPMD portal as to how the involvement with the police has had **a severe and profound effect on the pupil's ability to access education and/or sit all exams** (in school or online)

Do not:

- submit a removal request without 3rd party/external evidence, school/college narrative alone is not acceptable
- cut and paste various reports which means the authenticity of a report is not verified, for example no header, no date on each page and different documents merged together

Here are some visual examples:





Beesbury County Council. Social Services

Record of Strategy Discussion			
Details of Child: Pupil A			
Family Names	Pupils	Given Name	A
Actual DOB	07/02/2010	Gender	N/K
Ethnicity	White British	Primary Language	

Record of Strategy Discussion Dates	
Date Referral Received	10/05/2024
Strategy Discussion Planned Date	02/04/2026
Strategy Discussion Due Date	02/04/2026
Strategy Discussion Actual Date	02/04/2026

Meeting Details	
Meeting Type	Child Protection strategy meeting
Planned Meeting date 4/04/2026	Actual Meeting Date 04/04/2026
Meeting Duration	

Attendees: Beesbury Social Services, Beesbury Police, Beesbury Secondary School, Beesbury Local Authority

Record of Strategy Discussion

Pupil A was subject to an Emergency Protection Order (EPO) in January 2026, this was put in place following a series of serious disturbances at the family home. Pupil A's family are well known to the police and Beesbury Social Services, there has been numerous instances where Pupil A has been placed in emergency care following domestic violence.

The last incident in January resulted in the EPO being put in place as police attended the family home following concerns raised by neighbours. Pupil A was admitted to hospital for injuries, his father was arrested and is subject to formal charges. Pupil A's mother is unable to care for him due to her own mental health, she has been sectioned and is currently receiving the appropriate medical care. She does not wish to care for Pupil A and she would like to be with her husband once they have received support for their alcohol and drug abuse.

Pupil A was initially living with a temporary foster family where he was placed in January as he has no other blood relatives. Due to on-going problems with Pupil A's physical and mental health they have been unable to attend school since January and is not well enough to engage with Beesbury Secondary School to continue his education.


This meeting was called to discuss Pupil A's ongoing care and it was agreed that they will remain in care indefinitely. We will convene again once Pupil A's medical consultant agrees they are well enough to discuss their future. We have been advised that this will not be until summer 2026 at the earliest.

3rd party/external evidence from social workers. ←

Dated in 2026 before commencement of exams ←

Clear description of situation and how it has impacted pupil's ability to access education and/or sit all exams. ←



 Beesbury Secondary School	
Record Of Discussion Parental Meeting	
Headteacher	A Head
Child's legal name	Pupil A
Child's preferred name if applicable	A
Date of birth	07/02/2010
Record of discussion dates	
Date referral received	10/5/2018
Discussion planned date	2/2/2023
Discussion due date	2/2/2023
Planned meeting date:4/2/2023	Actual meeting date:4/2/2023
Attendees	Mrs pupil, A pupil, A Head (HT), Mr I Smile (Pastoral Care)
Record of strategy meeting	
Record of meeting: Pupil A enjoys school and is attending regularly. Social services have confirmed that their support for Pupil A is no longer needed and we agreed that Pupil A will attend school on a full time basis.	

Not 3rd party/external evidence. Internal narrative from a school alone is not sufficient.

Date criteria not met. Not dated in 2026.

Information/evidence does not show that involvement with social services has had a severe and profound effect on the pupil's ability to access education and/or sit all exams.



Beesbury Police Service – Custody Record / Bail Report
Report Type: Bail Grant with Restrictions

Date: 14 April 2026

Location: Beesbury Police Service – Central North BCU

Report Reference: MPS/CN/BR-2026-11472

1. Suspect Details
Name: Pupil A, Date of Birth: 12 June 2010, Gender: Not Known, Nationality: British
Address: 24 Example Road, Beesbury, N5 3AB

2. Offence Details
Alleged Offence: Public Order Offence – Section 4A Public Order Act 1986 (Intentional Harassment, Alarm or Distress)
Offence Date: 12 April 2026
Location of Incident: Near Brookside Secondary School, Beesbury
Arresting Officer: PC Katy Catch, Warrant No. 228463

3. Grounds for Arrest
The suspect was arrested after reports of aggressive and threatening behaviour directed at a member of staff outside Brookside Secondary School. Multiple witnesses provided statements describing conduct likely to cause alarm or distress.

4. Interview Summary
The suspect was interviewed under caution on 13 April 2026, accompanied by a duty solicitor and appropriate adult.

- The suspect denied the offence.
- Provided a prepared statement claiming the incident was a “misunderstanding.”
- Declined to answer further questions.

5. Bail Decision
Bail Granted: Yes

Return Date: 28 May 2026 at 10:00
Return Location: Central North – Custody Suite

6. Bail Conditions

1. Not to contact directly or indirectly any staff member, student, or parent associated with Brookside Secondary School.
2. Not to enter or go within 200 metres of Brookside Secondary School, Beesbury.
3. Not to attend any educational establishment grounds within the Beesbury area unless authorised in writing by police.
4. To reside at the address recorded above and notify police of any change within 24 hours.
5. To surrender to police at the designated return date and time.

7. Officer Authorising Bail
Custody Sergeant: Sgt P Catch
Warrant No.: 567892
Signature: _____
Date: 14 April 2026

Date requirements met. We can see the pupil's current situation.

Details restrictions on pupil's ability to access education and/or sit all KS2 tests.



POLICE INCIDENT REPORT

Date of Report: 26 May 2026
Person Involved: Pupil A
Contact Information: 1 Beesbury Lane, Beesbury DL9 999

Report is dated after the start of exams.
Evidence does not meet date requirements.

Incident Details:

Joe Jones was found in the local park with a group of youths using foul language, this was not acceptable and was advised to move away from the area. No further action required.

Date of Incident 25 May 2026 Time: 14:30pm

Location: Beesbury Park

Type of Incident: Public order offence

No details of restrictions on pupil that affected their ability to access education and/or sit all exams.

Terminal/Critical illness

In 2025 there were 794 pupil removal requests under this category. Of those, **only 8.4%** were accepted and 91.6% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.

Do:

- provide 3rd party/external medical evidence on official headed paper and (electronically) signed by a medical professional/s clearly showing their name and job title
- provide at least one piece of 3rd party/external evidence dated in **2026 before the start of exams (7 May 2026)**. The evidence must clearly show the severity of the impact that the illness/injury has had on the pupil and their ability to access education and/or sit all exams (in school or online). This evidence must be provided, narrative from a school/college alone is not acceptable.

Do not:

- submit a removal request without 3rd party/external medical evidence
- provide sections of 3rd party/external medical evidence if the sections do not clearly show impact that the illness or injury has had on the pupil and **their ability to access education and/or sit all exams** (in school or online)
- request the removal of a pupil who has suffered from a **short-term illness** (for example, if the pupil has suffered from a viral infection and has been absent from school for up to a month)
- request the removal of a pupil who is receiving SEN support due to their disability, illness, or injury **unless** the pupil has been diagnosed with **an additional unrelated illness/injury**
- request the removal of a pupil who has an illness or injury that is managed on a daily basis and the pupil **is able to access education** (in school or online)
- cut and paste various reports which means the authenticity of a report is not verified, for example no header, no date on each page and different documents merged together

Here are some visual examples:

NHS Beesbury

University Hospital Beesbury
Acute Paediatrics, Level 12,
CYPMD University Hospitals Beesbury NHS Trust
Hospital Road
Beesbury
BB6 8DH

12 March 2026

Re: Pupil A, DOB - 07/11/2009 13 Street Road, Beesbury, BB4 8HN

This patient was reviewed in outpatients today following his diagnosis of leukaemia in April 2025.

GP Requested Actions: BEESBURY MEDICAL CENTRE

Diagnosis:

I am writing today to confirm that Pupil A, their parents and I have discussed their ongoing treatment plan. Pupil A has completed their chemotherapy sessions and we are now advising that they continue with regular chemotherapy medicine in injection form which will be administered by the cancer nurse specialist.

Pupil A is still too ill to continue their education and their school will be advised of this, we do not anticipate this changing within the next 3 months

Yours sincerely

Consultant Paediatric Oncologist

Third party/external evidence.

Date shows that pupil has been under investigation for at least 12 months.

Narrative describes illness and impact on pupil's ability to access education and/or sit all exams.



Narrative confirms that the pupil is attending school and is managing his condition. There are no grounds for removal demonstrated.

NHS Beesbury

University Hospital Beesbury
Child and Adolescent Mental Health Services (CAMHS)
Level 6,
CYPMD University Hospitals Beesbury NHS Trust
Hospital Road
Beesbury
BB6 8DH

12 April 2026

Re: Pupil A, DOB - 07/11/2009 13 Street Road, Beesbury, BB4 8HN

Pupil A attended outpatients today with their parents to see me about their ongoing treatment for anxiety.

Having reviewed and discussed Pupil A's latest assessment, I am writing today to confirm that we have agreed that Pupil A will continue to attend school on a part time basis.

Pupil A wishes to sit their GCSE examinations which I support as they are managing their anxiety well and have been studying in preparation. To help Pupil A during the examination period I recommend that they sit their examinations separately with the appropriate supervision in a quiet area. This will support Pupil A to take their examinations in addition to the extra time they have already been granted by the school.

I have agreed to see them again in another six months.

Yours sincerely

Consultant Psychiatrist



NHS Beesbury

University Hospital Beesbury
Diabetes and Endocrinology Service
Level 4,
CYPMD University Hospitals Beesbury NHS Trust
Hospital Road
Beesbury
BB6 8DH

12 April 2026

Re: Pupil A, DOB - 07/11/2009 13 Street Road, Beesbury, BB4 8HN

This patient was reviewed in outpatients today following their diagnosis of Type Two Diabetes in January 2026.

I am writing today to confirm that Pupil A, their parents and I have discussed their ongoing treatment plan. Pupil A is to continue with their prescribed insulin dose, they are now confident in checking their blood glucose levels independently and have learnt to recognise when their insulin levels may be too low.

We also discussed Pupil A's education, they are enjoying school and have been attending regularly, they will continue to be supported in school to manage their diabetes.

I have agreed to see them again in another six months.

Yours sincerely

Consultant Endocrinologist

Narrative confirms that the pupil is attending school and is managing his condition. There are no grounds for removal demonstrated.

Elective Home Education

In 2025 there were 268 pupil removal requests under this category. Of those, **only 26.5%** were accepted and 73.5% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.


Do:

- provide information/evidence from parent/carer that clearly confirms that the pupil left school to be home educated **before the spring (January) census day (15 January 2026)**
- provide school/college confirmation of the pupil's removal from roll to the LA
- provide correspondence between your school/college and parent/carer regarding the pupil's absence from school confirming that despite all efforts by the school, the parent/carer did not confirm that the pupil was being educated at home until **after the 2026 spring (January) census day (15 January 2026)** This explains why the pupil was included in the school/college census return

Do not:

- request the removal of a pupil who left your school/college **after the spring (January) census day (15 January 2026)** unless you can demonstrate a situation (or circumstances) similar to that described in bullet 3 above
- request the removal of a pupil without your school/college's notification to the LA

Here is a visual example:




To: CYPMDAcademy@school.cc
 From: Mrs Pupils@ntlworld.com
 Dated 7 January 2026
 Subject: Home Education of Pupil A

Dear Headteacher

Following our telephone conversation today, I am writing to confirm that I will be withdrawing my child Pupil A from CYPMD Academy effective immediately as I will be educating them at home.

Kind Regards
 Mrs Pupil

Date requirements met, pupil removed from roll before census day.



School notification to the local authority of pupil removal.

Date requirements met, pupil removed from roll before census day.

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2025-2026 Elective Home Education Notification Form	
This form is to be completed in full and forwarded to Beesbury Council at homeeducation@beesbury.gov.uk on the same day	
School	CYPMD Academy
Headteacher	A Head
Child's legal name	Pupil A
Child's preferred name if applicable	A
Date of birth	07/02/2010
UPN	Y159048909
Address	1 Home Road, Beesbury
Parent carer who is giving notification of elective home education	Mrs Pupil
Date of removal of pupil from roll	7/1/2026 *
Does child have EHCP	No
Does child have SEN support	No
Additional context	Parent has decided to educate Pupil A at home due to her concerns over Pupil A being unhappy at school.
Date form completed	14/1/2026
Please select from the following categories, the main reason why EHE has commenced.	
Did not get school preference	x
Difficulty accessing a school place	
Dissatisfaction with the school- bullying	
Dissatisfaction with the school- general	
Dissatisfaction with the school SEND	
Lifestyle choice	
Mental Health	
Other	
Parent/guardian did not give reason	
Permanent exclusion	
Philosophical or preferential reason	
Physical health	
Risk of exclusion	
Suggestion/pressure from school	
Unknown	
Date	14/1/2026
Name/Position	Miss Pupils/Pastoral Lead

Admitted following permanent exclusion (not registered independent schools)

In 2025 there were 158 pupil removal requests under this category. Of those, **only 31.6%** were accepted and 68.4% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.

Do:

- ensure that the information/evidence shows that the pupil was permanently excluded **after 1 September 2024** and admitted to your school after this date
- provide a copy of the permanent exclusion notification to the parent/carer, dated **after 1 September 2024**, from the headteacher/principal of the excluding school/college
- provide a copy of any meeting notes (if applicable) confirming that the pupil was permanently excluded from the previous school, **after 1 September 2024**, and confirmation of place and start date at your school (**after 1 September 2024**)


Do not:

- request the removal of a pupil who was permanently excluded **before 1 September 2024**

Here are some visual examples:

✓

Date criteria met, pupil was excluded after 1 September 2024.



CYPMD Academy, 20 Street Road, Beesbury, BB7 8DR
Headteacher: Mr Smith

25 May 2025

Dear Mrs Pupil

Notification of permanent exclusion of Pupil A


I regret to inform you of my decision to permanently exclude Pupil A as a result of a serious breach of our behaviour policy. I realise that this decision may well be upsetting for Pupil A, you, and your family, this decision has not been taken lightly.

Pupil A has been permanently excluded as of 25 May 2025.

This was due to Pupil A's ongoing disruptive behaviour in lessons.

Yours sincerely
A. Head
A Head
Head teacher

Date criteria met, pupil was admitted to current school after 1 September 2024.




Beesbury Secondary School

Record of Admissions Meeting	
Headteacher	Miss P Pod
Child's legal name	Pupil A
Child's preferred name if applicable	A
Date of birth	07/02/2010
UPN	Y123456789
Address	5 Hive Lane Beesbury
Parental Contact	Mrs Pupil
Date of Admission	3/9/2025
Does child have EHCP	No
Attendees	Mrs Pupil, A Pupil, Miss P Pod (HT), Mr I Smile (Pastoral Care)
Date of Meeting	3/9/2025
Record of meeting:	
Pupil A was welcomed to the school following confirmation of their school place at Beesbury Secondary School during a fair access panel meeting on 7 July 2025. We discussed Pupil A's preferences for additional support in school and it was agreed that Mr Smile would be Pupil A's mentor with daily morning meetings prior to their lessons commencing to discuss any concerns they have about the forthcoming day.	
Date	3/9/2025
Name/Position	Mr I Smile/Pastoral Lead

✗

Date criteria not met, pupil was excluded before 1 September 2024.



CYPMD Academy, 20 Street Road, Beesbury, BB7 8DR
Headteacher: Mr Smith

15 January 2024

Dear Mrs Pupil

Notification of permanent exclusion of Pupil A


I regret to inform you of my decision to permanently exclude Pupil A as a result of a serious breach of our behaviour policy. I realise that this decision may well be upsetting for Pupil A, you, and your family, this decision has not been taken lightly.

Pupil A has been permanently excluded as of 15 January 2024.

This was due to Pupil A's ongoing disruptive behaviour in lessons.

Yours sincerely
A. Head
A Head
Head teacher

Date criteria not met, pupil was admitted to current school before 1 September 2024.



Beesbury Secondary School

Record of Admissions Meeting	
Headteacher	Miss P Pod
Child's legal name	Pupil A
Child's preferred name if applicable	A
Date of birth	07/02/2010
UPN	Y987654321
Address	5 Hive Lane Beesbury
Parental Contact	Mrs Pupil
Date of Admission	26/2/2024
Does child have EHCP	Yes
Attendees	Mrs pupil, A pupil, Miss P Pod (HT), Mr I Smile (Pastoral Care)
Date of Meeting	26/2/24
Record of meeting:	
Pupil A was welcomed to the school following confirmation of their school place at Beesbury Secondary School. We discussed how Pupil A and her family was settling into their new home and discussed Pupil A's EHCP. We also agreed that Miss Pod would be her 'safe space' to discuss any worries that Pupil A had during the school day to ensure a smooth transition into our school.	
Date	26/2/24
Name/Position	Mr I Smile/Pastoral Lead

Permanently left England

In 2025 there were 269 pupil removal requests under this category. Of those, 64.3% were accepted and 35.7% were rejected.



Do:

- ensure that the pupil was removed from roll **before the start of exams (7 May 2026)**
- provide a copy of the removal from roll confirmation from your school/college to the LA (if your LA has an online system for this type of notification, screen prints can be provided)

Do not:

- request the removal of a pupil who was removed from roll **after the start of the exams (7 May 2026)**
- request the removal of a pupil without providing your school/college confirmation to the LA that the pupil has been removed from school/college roll

Here are some visual examples:

Beesbury County Council. Working together

Date requirements met. Pupil left England before 7 May 2026.

School / Academy name	CYPMD Academy
DfE Number	9999999
MIS System used by the school eg SIMS, Arbor etc	SIMS
Pupil legal first name	A
Pupil legal surname	Pupil
Date of Birth	07/02/2010
Year Group	11
Has the child previously been reported as CME?	No
Is the child previously / currently known to Children's Social Care?	No
New address: Is the pupil moving house/have they already moved?	Yes Date of address update: 6/01/2026
<i>Please provide address details: This information must be provided or the form will be returned. If you have confirmed that the address is not changing, please enter the current address details here.</i>	27 Home Street Lagos Nigeria
Parent / Carer's legal first name	Mrs
Parent / Carer's legal surname	Pupil
Telephone number(s)	N/K

Pupil Residency
You must confirm the pupil's new address and the details of all parents/carers who will reside at the same address as the child.

Transfer Details
A child can only be removed from school [roll](#) if regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 has been met.
It is illegal to remove a child from [roll](#) unless one of these circumstances apply.
Not complying with these legal requirements might constitute a failure to take reasonable actions to protect a child.

Date taken off Roll	Please note, the pupil's leaving date must reflect the actual date of removal from roll, it is considered unlawful to backdate a leaving date. Date: 6/1/26
Reason for removal (please choose only one reason) Please refer to "Removing Pupils from School Roll – Guidance for Schools"	8(1)e: No longer ordinarily resident at a place which is a reasonable distance from the school ** Please note: * If the pupil is removed from roll to be home educated, please complete an EHE1 form (available on SchoolsWeb or by emailing homeed@beesburyLA) ** If the pupil is removed from roll due to moving away (but has not yet started at a new school), please confirm the move with the new LA before removing, or refer the pupil to CME for follow up (please use the online CME referral form - on SchoolsWeb or the Beesbury LA CME webpages Children missing education Beesbury.LA)
Name	L Authority
Role	Pupil Monitoring



Beesbury County Council. Working together

Date requirements not met.
Pupil left England after 7 May
2026.

School / Academy name	CYPMD Academy
DfE Number	9999999
MIS System used by the school eg SIMS, Arbor etc	SIMS
Pupil legal first name	A
Pupil legal surname	Pupil
Date of Birth	07/02/2010
Year Group	11
Has the child previously been reported as CME?	No
Is the child previously / currently known to Children's Social Care?	No
New address: Is the <u>pupil</u> moving house/have they already moved?	Yes Date of address update: 15/05/2026
Please provide address details: This information must be <u>provided</u> or the form will be returned. If you have confirmed that the address is not changing, please enter the current address details here.	27 Home Street Lagos Nigeria
SR Parent / Carer's legal first name	Mrs
Parent / Carer's legal surname	Pupil
Telephone number(s)	N/K

Pupil Residency

You must confirm the pupil's new address and the details of all parents/carers who will reside at the same address as the child.

Transfer Details

A child can only be removed from school roll if regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 has been met.

It is illegal to remove a child from roll unless one of these circumstances apply.

Not complying with these legal requirements might constitute a failure to take reasonable actions to protect a child.

Date taken off Roll	Please note, the pupil's leaving date must reflect the actual date of removal from roll, it is considered unlawful to backdate a leaving date. Date: 15/5/26
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Reason for removal (please choose only one reason) Please refer to "Removing Pupils from School Roll – Guidance for Schools"	8(1)e: No longer ordinarily resident at a place which is a reasonable distance from the school ** Please note: * If the pupil is removed from roll to be home educated, please complete an EHE1 form (available on SchoolsWeb or by emailing homeed@beesburyLA) ** If the pupil is removed from roll due to moving away (but has not yet started at a new school), please confirm the move with the new LA before removing, or refer the pupil to CME for follow up (please use the online CME referral form - on SchoolsWeb or the Beesbury LA CME webpages Children missing education Beesbury.LA)
Name	L Authority
Role	Pupil Monitoring

Admitted from abroad with English not first language

In 2025 there were 5,127 pupil removal requests under this category. Of those, 91.5% were accepted and 8.5% were rejected.

Most of the pupil removal requests were rejected because:

- the pupil's first admission to a school in England was before 1 September 2022, and no exceptional circumstances were evidenced
- the pupil had KS2 results in an English school
- census data confirmed the pupils first language was English
- the pupil arrived from a country where English was an official language

Here are some recommendations when submitting a pupil removal request under this category.


Do:

- request the removal of a pupil who has arrived from abroad and their first admission to a school in England **was before 1 September 2023**, if you can provide information/evidence to show exceptional circumstances such as the pupil having no formal education prior to arriving in England, or arrival as part of a resettlement scheme, and the pupil's first language is not English


Do not:

- request the removal of a pupil if your school/college census return shows that the pupil's first language is English
- request the removal of a pupil if English is an official language of their country of origin
- request the removal of a pupil if the pupil's first admittance to an English school **was before 1 September 2023** and you cannot provide information/evidence of exceptional circumstances

Here are some visual examples:



Acceptable evidence, although date criteria not met, exceptional circumstances are demonstrated. Pupil was part of a resettlement scheme and has not been in education since July 2023.



Vegetable Resettlement Scheme

No 1 My Place Road
England
EFG 8HI
www.CYPMD.example
7 June 2023

Please keep it in a safe place. It is proof that you can now travel to Beesbury, England

Dear Pupil A

Application reference number (ABC): 12345abcde6

Passport number: 12345678

Thank you for your application to join the Ukraine resettlement scheme you can now travel to Beesbury England.

You must show this letter, along with your passport, to whoever you travel with, and you can save it to your phone for reference.

At the UK border:

When you arrive at the UK border, please show this letter to a resettlement officer, along with your passport.

Once the border checks have been approved, you can travel to Beesbury England.


After you arrive in Beesbury:

The stamp on your passport provides access to support that you and your family may need. It is proof that you can go to school in Beesbury and access public services.

We look forward to welcoming you in Beesbury.

Yours sincerely


UK Visas and resettlement Control



Student profile on Beesbury Secondary School's MIS:

Pupil A entered the UK on 7 August 2023. Prior to this Pupil A was living in Ukraine.

Pupil A originates from part of Ukraine which has been extensively bombed. Pupil A's family had to leave their home, this has caused understandable emotional distress and resulted in a place on the Ukraine resettlement scheme. Pupil A has been living in temporary accommodation until arriving in Beesbury on 22 September 2024. Pupil A has not attended school since leaving the Ukraine.



Form: **Bee House**

Year: **Year 10**

Date of Birth: **7/2/2010**

Mother: **Mrs Pupil**


Date joined roll: **22/9/2024**

Academic Year: **2024/2025**

View: **All Sections**

Beesbury Secondary School

Current Enrolment: 29 September 2024



Date requirement met pupil entered UK on 2 September 2024. However, pupil has arrived from New Zealand which is not a permitted country.

Student profile on Beesbury Secondary School's MIS:

Pupil A entered the UK on 2 September 2024. Prior to this Pupil A was living in New Zealand.

Pupil A originates from New Zealand, their first language is Māori (te reo). Pupil A and their family have relocated to Beesbury and this is the first school in England Pupil A has attended.

Pupil A	
Form	Bee House
Year	Year 10
Date of Birth	7/2/2010
Mother	Mrs Pupil

EAL Disadvantaged Disadvantaged (Ofsted 2023) FSM

Academic Year 2024/2025

View All Sections

Beesbury Secondary School	
Current Enrolment	23 September 2024

Further information

The [CYPMD Help Centre](#) is the main source of information for the CYPMD service.

The [CYPMD Help Centre](#) will be updated on a regular basis to provide important information for schools and colleges regarding the 2026 KS4 June checking exercise.

In advance of the checking exercise opening, the [CYPMD Help Centre](#) will have all the guidance your school or college will need to check your data. You should read all associated guidance that we provide in full **before** you check your school or college data and request any amendments.

We are asking you to check the [CYPMD Help Centre](#) regularly for updates and save this link to your favourites for future ease of access.

If you have a query regarding the CYPMD service, please visit the [CYPMD Help Centre](#) to find contact details for the CYPMD helpline or [send a message](#).

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