

Statutory leavers and joiners

Statutory leavers and joiners notifications

As per the [Working together to improve school attendance](#) guidance all schools have a statutory duty to inform the LA when they add or remove a pupil to or from their roll (the admission register).

From Monday 23 September 2024 maintained schools and academies must notify us via a form embedded into Gateway **immediately prior to removing a pupil from roll**. All relevant fields of the form must be completed before submitting it. Pupils removed from roll will no longer appear in Gateway, so the notification **must** be completed before they are removed from your MIS.

All Ealing maintained schools and academies, including SEND schools should be able to access Gateway. If you are having difficulties doing so please contact ealingeducationICT@ealing.gov.uk.

The Gateway notification replaces the leavers and joiners spreadsheet return for maintained schools and academies. Schools who are unable to access Gateway (such as independent schools) will need to continue sending in the leavers and joiners return to cme@ealing.gov.uk via secure email.

Maintained schools and academies will need to continue to inform the Admissions team of their joiners however they currently do so, **within five days of adding the pupil to their roll** (admissions register).

Here is the [step by step guide on how to complete the embedded leaver's notification \(pdf\)](#)

Schools who cannot access Gateway (such as independent schools) must continue to use the leavers and joiners return.

Here is the [CME Weekly leavers and joiners blank weekly return](#)

Here is a completed [CME Weekly leavers and joiners example template](#) which aims to help you understand how to fill in the return.

If your school uses SIMS a report can be downloaded [here](#) which will fill in much of the form for you, though some information will need to be completed/amended.

DfE links

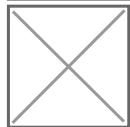
- [Consultation outcome: identifying children who are missing education](#) (GOV.UK) Response to the consultation on improving information in identifying children missing education:
- This resulted in [amendments to the Education \(Pupil Registration\) \(England\) Regulations 2006](#) (legislation.gov.uk).
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 and \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#) (legislation.gov.uk).

Downloads

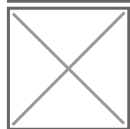
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[Gateway leaver's notification step-by-step guide.pdf \(pdf\)](#)



[CME Weekly leavers and joiners example template.xlsx \(xlsx\)](#)



[CME Weekly leavers and joiners blank return.xlsx \(xlsx\)](#)

Contact:

- **Children missing education**, School attendance service: cme@ealing.gov.uk 020 8825 5517

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