**CME Update – October 2024**

**Children Missing Education 2016 has been revised 2024**

**Annex A: Grounds for deleting a pupil from the school admission register**

As many of you will already be aware the guidance has been updated recently.

I would like to highlight page 22 onwards which has clear description and guidance around your reasons for Off Rolling and the relevant Code that relates.  Can I ask that you have a read through this new guidance and as always please email me if you have any questions - gillian.bush@cognus.org.uk.

Please also be aware that the Codes for off rolling have now changed so from September we need to be referring to the new Codes on the Spreadsheets  you send in. **The codes are 9(1) A to 9(1) O**. As many of you will be aware the Off Rolling Spreadsheet has a column for  **Reason for removal from roll (Code using Annex A)**most of you already complete with a few lines explaining the reason as well as the code which is very helpful especially in cases which may not be straightforward.  Can I please ask that moving forward we also make sure to always add the New Code. I appreciate there are quite a few codes in the Guidance but once you have refreshed yourselves with these you will see that though there is a code for every circumstance there a few that are more commonly used than others.

[Children Missing Education - Guidance for Local authorities (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf)

Below are the timeframes for sending your on/off rolls spreadsheets and all forms completed should be sent to  CME@cognus.org.uk

* On roll notifications - should be submitted within **5 days** of a child starting at your school
* Off roll notifications – should be submitted within **1 day** of them leaving to join another school

As always happy to help/discuss.

Thank you