**In line with DfE statutory guidance *‘School Attendance - August 2020*’, Keeping Children safe in education – September 2020. Schools must use this form WITHIN 5 WORKING DAYS for all ‘in year’ requests for Admissions and Deletions from the register. N.B not at the standard point of transition i.e Reception, Yr3, & Yr 7**

**(delete as appropriate) Referrer request to Admit or Delete to/from the school register.**

|  |
| --- |
| **All sections must be completed in full**  |
| **Child’s name** |  | **First (and any other)** |
| **Date of birth**  | **UPN** | **Year Group** | **Gender**  | **PPG**  | **EHCP**  | **CIC** |
| **Last Known address for Pupil** |
| **1st Parent/Carer Name** | **2nd Parent/Carer Name** |
| **1st Parent Contact Number****E-mail address:** | **2nd Parent Contact Number** **E-mail address:**  |
| **Any other addresses known (e.g estranged parent, grandparent)** |
| **Names and numbers of any other emergency contact known to school** |
| **Any previous address(for admissions) or forwarding address(for deletions) known to the school** |
| **Details of previous or receiving school given by the parents: previous (for admissions) receiving (for deletions) and in which LA area?** |
| **Education** (**Pupil Registration)(England) Regulations 2006** **Grounds for the de-registration request (from 1 – 15) see Annex A No: ........** | **1st day attended (for admissions)** | **Last day attended (for deletions)** |
| Any other information & what *reasonable enquiries* have school made: e.g: phone contact, letter to parent, or any detail that may help track this child.  |