**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. | | | | | | | | | | | |