**In line with DfE statutory guidance *‘Children Missing Education - September 2016*’, schools must use this form for all ‘in year’ Deletions from the register. N.B not at the standard point of transition i.e Reception, Yr3, & Yr 7**

**Referrer ...................................................................... from ...................................................... School/Academy**

|  |
| --- |
| **All sections must be completed in full**  |
| **Child** | **Forename** | **Surname** | **UPN** | **(PROTOCOL NO. OFFICE USE)** |
| **DoB**  | **PEX: Y/N** | **SEND - EHCP** | **CIC/PLAC** | **CP - CIN** | **Year Group** | **Gender: M/F** |
| **Ethnicity** | **PPG : Y/N** | **Last date attended your school** | **Date deleted from school roll** |
| **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 forwarding address known to the school** |
| **Details of receiving school given by the parents: and in which LA area? Is there a start date?**  |
| **Education** (**Pupil Registration)(England) Regulations 2006** **Grounds for the de-registration request (from 1 – 15) see Annex A No: ........ School must not delete from roll until confirmed by LA** | **Date D1 form is submitted to LA:** | **Date added to SharePoint spreadsheet** |
| 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.  |