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