

LONDON BOROUGH OF TOWER HAMLETS
CHILDREN'S SERVICES DIRECTORATE
Notification of non-standard addition to school admissions register
(non-standard joiner)



All schools (including academies and independent schools) are legally required to notify the local authority within five days of adding a pupil's name to the admission register.

Independent schools must complete this form to inform the Local Authority when a child's name has been added to your school admission register.

Please note: this should not be completed for standard transitions i.e. children starting in the Reception Class at the beginning of the year

1 Child's Details

First name(s) :

Last name :

Gender :

Date of Birth :

Year :

Ethnicity :

Current address :

2 Parent/ carer details

Parent/carer 1:

Contact numbers :

Email address :

Parent/carer:

Contact numbers :

Email address :

3 Details of addition to register

Date added to register
(start date):

Pupil's previous school
or provision:

Date of last attendance:

School address (if outside Tower Hamlets):

4 Any other information

Please provide any other information which may be relevant

6 Referred by

Name:

Role:

School:

Contact number:

Email address:

Date :

Please send the completed form to: cme@towerhamlets.gov.uk

Pupil Services

5th floor, Mulberry Place, 5 Clove Crescent, London, E14 2BG

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Fax: 020-7364 4311
