

**LONDON BOROUGH OF TOWER HAMLETS
CHILDREN'S SERVICES DIRECTORATE**

**Notification of non-standard removal from the school admission register
(non-standard leaver)**



All schools (including academies and independent schools) are legally required to notify the local authority when a pupil's name is removed from the admission register.

Before completing this form, please note the following:

Standard transition: this form should not be completed for standard transitions (i.e. Year 6 leavers)

Dual-registered: if the child is on a managed move, then you should not complete this form until full KS4 provision is agreed at LEAP or the child starts at another school

Elective home education: If the child will be home educated, the family must provide the school with written notification of their intention to home educate and email a copy to cme@towerhamlets.gov.uk

1 Child's Details

First name(s) :

Last name :

Gender :

Date of Birth :

Year :

Ethnicity :

Current address :

2 Children with additional needs

If the child meets any of the criteria below, you should seek advice from the Behaviour and Attendance Support service before removing the child's name from your register

Does the pupil have a statement of SEN or an EHCP?

Yes

No

Does the pupil have medical and social needs?

Yes

No

Is the pupil in care of a local authority?

If 'Yes', which LA:

Yes

No

3 Parent/ carer details

Parent/carers 1:

Contact numbers :

Email address :

Parent/carers 2:

Contact numbers :

Email address :

4 Details of removal from register

If you are unable to provide full details of the child's destination, you may need to make a referral to the Missing Children's Register. Please call 020 7364 3431 for further advice

Date of removal:

Reason for removal:

Pupil's future address :

Pupil's future school and start date :

5 Checks

Is the child dual- registered?

Yes

No

Has a referral been made to the Missing Children's Register?

Yes

No

Will the child be electively home educated?

Yes

No

If yes, the family must provide the school with written notification of their intention to home educate and a copy sent to the LA via email to cme@towerhamlets.gov.uk

6 Any other information

Please provide any other information which may be relevant (continue on a separate sheet if necessary)

7 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
Tel: 020 7364 5006 Fax: 020-7364 4311