**Statutory notification of a Havering resident starting / leaving at an Independent School**

This form has been devised to enable all Independent Schools to fulfil their statutory duties as outlined within the [Education (Pupil Registration) (England) (Amendment) Regulations 2016](http://www.legislation.gov.uk/uksi/2016/792/made) which came into force as from 1st September 2016.

Regulation 5 within the 2016 amendment specifically places additional responsibilities on all schools in relation to [Regulation 12](http://www.legislation.gov.uk/uksi/2006/1751/regulation/12/made) Education (Pupil Registration) (England) Regulations 2006, requiring them to make returns to the local authority each time a pupil is added to the school admissions register or deleted from the school’s register.

Please return this completed form to [schooladmissions@havering.gov.uk](mailto:schooladmissions@havering.gov.uk)

**Pupil Details**

|  |  |
| --- | --- |
| Forename |  |
| Middle Name |  |
| Surname |  |
| DOB (dd/mm/yy) |  |
| Gender |  |
| Home Address |  |

**School Details**

|  |  |
| --- | --- |
| School Name |  |
| DfE Number |  |
| Address |  |

**COMPLETE IF ADMITTING A NEW PUPIL**

|  |  |
| --- | --- |
| Date of pupil’s admission |  |

Previous school details

|  |  |
| --- | --- |
| School Name |  |
| DfE Number or Local Authority Name |  |
| Date pupil removed from register |  |

**COMPLETE IF DELETING A PUPIL**

|  |  |
| --- | --- |
| Date pupil removed from register |  |
| Please provide the reasons for removing the pupil from your school roll |  |

**If pupil is moving to a new school please provide the following information**

|  |  |
| --- | --- |
| New School Name |  |
| DfE Number or Local Authority Name |  |
| Date of pupils admission |  |