

* The Education (Pupil Registration)(England) Regulations 2006 requires all schools to inform the Local Authority before removing a pupil from the school roll. It is important that information is made available so that education files can be forwarded to the appropriate school and that all children are tracked from one form of education to the next for safeguarding purposes.

* It is not necessary to complete this form where a pupil will be leaving the school at the end of Year 6 in a primary or junior school or the end of Year 11 of a secondary school EXCEPT where the destination is unknown.

* You should also complete this form after 10 consecutive school days of unauthorised absence.

School **Leaving Date**

Forename	Surname	Chosen name if different	DoB	Yr Gp

Home address

Parent's name Phone number

Parent's email address

What is the destination for the child(ren)

Date of move SL1 completed by parent and submitted to the LA?

Any other information eg Forces, previous address, known family links in other areas

To be completed by the Designated Safeguarding Lead **Safeguarding concerns?**

A MASH enquiry should be raised if you consider this to be appropriate. Please also inform the CME Team of your concerns 01392 287230 georgina.bennett@babcockinternational.com

Please send to ONE Data Team, SCOMIS, Great Moor House, Bittern Road, Exeter EX2 7NL or if you can use **Egress Switch Secure mailing to send to onesystemcme@devon.gov.uk**, use the email button. If the Team can't locate the child, information will be passed to the CME EWO for investigation.

Your name

Email

Phone Date

CME1