# **New Starter (In Year) Referral Form (attendance return)**

**DfE guidance for CME (September 2016) states schools *must* inform LA within 5 days of**

**all pupils taken onto their roll.**

**Please complete all sections for any new pupils starting your school in year. Multiple names can be added in Section 2.**

Please complete (***typed*** *not handwritten*) in **Microsoft Word format** and return to [pupiltracking@slough.gov.uk](mailto:pupiltracking@slough.gov.uk) using the following text within the **subject box of the email**.

‘New Starter - School Name – e.g. New Starter - Slough Secondary

|  |  |
| --- | --- |
| Referrer | Details |
| Name |  |
| Organisation  Name of School / Service / LA |  |
| Contact Number |  |
| Email address |  |

|  |  |  |
| --- | --- | --- |
| **Child’s Full Name** | **DOB** | **Start date** |
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