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

**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 using the following text within the **subject box of the email**.

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

## **Section 1**

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

## **Section 2**

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