***Appendix 6***


## Request To Remove Child From School Roll

*Information provided may be shared with fellow professionals under Schedule 2 of the Data Protection Act 1998*

### Details of Pupil to be removed?

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Surname |  |
| Date of birth |  | UPN |  |
| Current Address |  | GP name & address |  |
| Brief description of why you feel this child should be removed?Do you have any concerns or worries about this child’s safety or believe this child is at risk of significant or immediate harm? Please explain:Have you informed anyone about your concerns or worries, If so who? Where do you think this child is now living?Is a current FCAF Available? YES / NO Date of last attendance at school? |
| Who else is involved with the child or family? Name, Agency, contact details |

**Details of Family members**

|  |  |  |
| --- | --- | --- |
| Name of siblings | DOB | School attending |
|  |  |  |
| Parent/carer name & DOB |  |
| Details of Emergency contacts |  |

I believe that the child is missing and cannot be found after making reasonable enquires. I am therefore requesting that the child name is removed from the school roll.

Signed school: Date:

**Return the above to: Children Missing from Education Team,** Floor 5, Moorfoot Building, Sheffield City Council **Tel: 0114 2736462 Fax: 0114 2735470. You will receive a confirmation letter relating to the request of deregistration within 10 school days**