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STATUTORY INSTRUMENTS

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**2016 No. 792**

**The Education (Pupil Registration)  
(England) (Amendment) Regulations 2016**

**Amendments to regulation 12**

5. In regulation 12, for paragraph (3) substitute—

“(3) Where the particulars of a pupil are entered in the admission register for a school in accordance with regulation 5(1) of these Regulations, the proprietor must make a return to the local authority for that pupil by the end of the fifth day after the day on which the particulars of the pupil are entered in the admission register.

(4) The duty to make a return under paragraph (3) does not apply where the particulars of the pupil are entered in the admission register at the start of the first year of education normally provided by that school except where the local authority for the area in which the school is located request such a return to be made.

(5) A return made under paragraph (3) must include all the particulars of the pupil that are entered in the admission register.

(6) Where the name of a pupil is to be deleted from the admission register, the proprietor must make a return to the local authority for that pupil as soon as the ground for deletion under regulation 8 is met in relation to that pupil, and in any event no later than the time at which the pupil’s name is deleted from the register.

(7) A return made under paragraph (6) must give—

- (a) the full name of the pupil;
- (b) the full name and address of any parent with whom the pupil normally resides;
- (c) at least one telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency;
- (d) the particulars specified pursuant to regulation 5(1)(ca), if applicable;
- (e) the particulars specified pursuant to regulation 5(1)(g), if applicable; and
- (f) the ground under regulation 8 upon which their name is to be deleted from the admission register.

(8) The duty to make a return under paragraph (6) does not apply where the pupil has completed the final year of education normally provided by that school except where the local authority for the area in which the school is located request such a return to be made.”