# On roll notification

## To be submitted within 5 days of pupil’s enrolment

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| **Name of school**  |  |
| **DfE Number** |  |
| **School named contact** |  |
| **Date form submitted** |  |

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| **Forename of pupil** | **Surname of pupil** | **DOB** | **Gender** | **UPN**  | **Parent/Carer nameAdd any other parent(s) carer(s) known** | **Address** | **Contact telephone number(s)** | **Email** | **Previous school attended** | **Enrolment date** | **Dual Registration – Managed Move or Attendance Trial** |
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**To be completed and returned to:** **cme@norfolk.gov.uk** or via [**Any Comms Plus**](https://acplus.nsix.org.uk/Login.aspx)