



Admissions and Attendance Registers Policy

Written by:	SDV
Date ratified:	April 2024
Next Review Date:	April 2025
Version Number:	1
Committee Reviewed:	LGB

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Data Protection Act 1998
- School Standards and Framework Act 1998
- Education (Pupil registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2010
- Education (Pupil Registration) (Amendment) (England) Regulations 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Education (Pupil Registration) (Amendment) (England) Regulations 2013
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

This following documentation is also related to this policy:

- School Attendance (DfE)

We have a duty to ensure all pupils attend school regularly in order for them to fulfil their potential as we believe that children with poor attendance will achieve less.

We promote good attendance, reduce absence and especially persistent absence.

We ensure every pupil has access to full-time education to which they are entitled and to identify and address patterns of absence.

We encourage all parents to 'perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly'.

We confirm with current legal regulations that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and includes the 'personal details of every pupil in the school, the date of admission or re-admission, information regarding parents/carers and details of the school attended' and that pupil attendance must be recorded.

We understand registers are important for effective attendance management and may provide evidence in the event of prosecution of parents under the Education Act 1996.

We acknowledge and support Article 12 of the United Nations Convention on Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Statement of Intent

- To comply with current regulations that govern the admissions and attendances registers that we must keep.
- To ensure all pupils attend school regularly in order for them to fulfil their potential.
- To promote good attendance, reduce absence and especially persistent absence.
- To collaborate with other schools and the local authority to share good practice in order to improve this policy.

RESPONSIBILITY FOR THE POLICY AND PROCEDURE

Role of the Headteacher:

The Headteacher has:

- has appointed Mrs Davies (Admin manager) to have overall responsibility for the MIS systems.
- the Attendance Officer administers and is responsible for the day-to-day management of the attendance system.
- delegated powers and responsibilities to the Leadership Team to ensure all school personnel responsibility to:
 - ensure every child has access to full-time education.
 - inform parents of their legal duty to ensure that their children of compulsory school age attend school regularly.
 - promote good attendance, reduce absence and persistent absence.
 - monitor patterns of absence and to respond accordingly to rectify any problems.
 - enter pupils on the admission register and attendance register from the beginning of the first day on which they start school.
 - inform the local authority of any pupil who is going to be deleted from the admission register.
- responsibility for ensuring that the school complies with all equalities legislation.
- make effective use of relevant research and information to improve this policy.
- responsibility for ensuring funding is in place to support this policy.
- responsibility for ensuring this policy and all policies are maintained and updated regularly.
- responsibility for ensuring all policies are made available to parents; o discussing improvements to this policy during the school year; o reviewing the effectiveness of this policy with the Leadership Team.
- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations.

- ensure all school personnel, pupils and parents are aware of and comply with this policy.
- make effective use of relevant research and information to improve this policy.
- provide leadership and vision in respect of equality.
- provide guidance, support and training to all staff.
- monitor the effectiveness of this policy by speaking with school personnel, via parents and the Headteacher.
- annually report to the Headteacher on the success and development of this policy and attendance audit figures.

ROLE OF THE OFFICE ADMINISTRATORS

The Attendance Officer and School Administrators will:

- run the day-to-day administration of this policy, including;
- work closely with the Admin Manager.
- ensure that all admissions are recorded, and that the attendance system is kept up to date.
- follow up all absences to:
 - ascertain the reason.
 - ensure the pupil is safe; o identify is authorised or not.
 - ascertain the correct code to use.
- provide guidance and support to all staff.
- provide training for all staff on induction and when the need arises.
- keep up to date with new developments and resources.
- review and monitor.
- and the completion of an annual attendance audit

ADMISSION REGISTER

The admission register must:

- contain an alphabetical index of all the pupils in the school.
- Preserve every entry for a period of three years after the date on which the entry was made.
- Notify the local authority when a pupil's name is to be deleted from the admission register and to forward to the local authority the pupil's contact details.
- be available at all times for inspection by HM Inspectors, Ofsted.
 - Be preserved indefinitely.
- register a pupil on the first day that we expect them to attend.
 - make all entries in ink.
- record the following information for each pupil.
 - Pupil's full name.
 - Sex.
 - Parent's name and address.
 - The name of the person who has custody of the child.
 - Emergency contact numbers of the parents/carer.
 - Admission date.
 - Name and address of the last school attended.

When informed by parent that their child will live at another address record:

- the new address.
- the full name of parent with whom the pupil will live.
- the date from when it is expected the pupil will live at this address.

When informed by a parent with their child is registered at another school or will be attending a different record:

- o the name of the other school.
- o the date when the pupil first attended or is due to start attending that school.

Record every amendment which must include:

- o the original entry.
- o the amended entry.
- o the reason for the amendment.
- o the name and position of person who made the amendment.

The school will inform the local authority of any pupils who are added to the admission register within 5 days (with the exception of pupils joining the school at the start of its first year). Schools must provide the local authority with all the information held within the admission register about the pupil.

Where a pupil is deleted from the admission register, the school must provide the following information to the local authority about the pupil as soon as the ground for deletion is met (with the exception of pupils leaving the school at the end of its final year):

- o the pupil's full name
- o the full name and address of any parent with whom the pupil normally resides.
- o an emergency contact telephone number for any parent with whom the pupil normally resides.
- o if the pupil is due to change his/her address, the name of the parent with whom he/she will be residing, the address, and the date from which the pupil will live at that address.
- o the name of any other school at which the pupil is registered, or is due to be registered, and the date on which the pupil first attended or will attend.
- o the grounds for deleting the pupil's name from the register.

ATTENDANCE REGISTERS

We have in place a manual attendance register system that records pupil attendance at the start of the morning session and the start of the afternoon session. Each occasion records whether every pupil is:

- present.
- attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

All absences will be followed up to:

- Ascertain the reason.
- ensure the proper safeguarding action is taken.
- identify whether the absence is approved or not.

The following absence and attendance codes will be used:

Present at School	Registration Code / \:	Present in school / = am \ = pm
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	Code L:	Late arrival before the register has closed
	Code U:	A pupil arriving late after the register has closed
Attendance codes for when pupils are present at approved off-site educational activity	Code B:	Off-site educational activity
	Code P:	Participating in a supervised sporting activity
	Code V:	Educational visit or trip
	Code W:	Work experience
Absence codes when pupils are not present in school	Code C:	Other Leave of absence authorised by the school
	Code E:	Excluded but no alternative provision made
	Code H:	Holiday authorised by the school
	Code I:	Illness (not medical or dental appointments)
	Code M:	Medical or dental appointments
	Code R:	Religious observance
	Code S:	Study leave
Unauthorised Absence from School	Code T:	Traveller absence
	Code G:	Holiday not authorised by the school or in excess of the period determined by the head teacher.
	Code N:	Reason for absence not yet provided
	Code O:	Absent from school without authorisation
Administrative Codes	Code U:	Arrived in school after registration closed
	Code X:	Not required to be in school
	Code Y:	Unable to attend due to exceptional circumstances
	Code Z:	Pupil not on admission register
	Code #:	Planned whole or partial school closure

ROLE OF SCHOOL PERSONNEL

School personnel will:

- comply with all aspects of this policy.
- ensure the attendance register is taken at the beginning of the morning and afternoon sessions.
- bring to the attention of the Headteacher or Deputy Head any irregularities in pupil attendance.
- implement the school's equalities policy and schemes.
- report and deal with all incidents of discrimination.
- attend appropriate training sessions on equality.
- report any concern they have on any aspect of the school community.

ROLE OF PUPILS

Pupils will:

- maintain good attendance throughout the year.

- uphold the schools behaviour policy.
- take part in questionnaires and surveys.

ROLE OF PARENTS

Parents will:

- be made aware of this policy.
- ensure that their child of compulsory school age receives suitable full-time education.
- ensure regular and punctual attendance.
- notify school on the first day of pupil absence.
- not take holidays during term time unless authorised by the Headmaster or the Headteacher
- be asked to take part periodic surveys conducted by the school.

RAISING AWARENESS OF THIS POLICY

We will raise awareness of this policy via:

- the school Prospectus
- the school website
- the staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and staff CPD
- school events
- meetings with school personnel
- communication with home such as weekly newsletters and of end of half term newsletters
- reports such as annual report to parents and Headmaster's report to the Headteacher
- information displays in the main school entrance

TRAINING

All school personnel:

- have equal chances of training, career development and promotion.
- receive training on induction which specifically covers:

All aspects of this policy

- Attendance and Truancy
- Home-School Agreement
- Admissions
- Data Protection
- Equal opportunities
- Inclusion
- receive periodic training so that they are kept up to date with new information.
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

EQUALITY IMPACT ASSESSMENT

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

MONITORING THE IMPLEMENTATION AND EFFECTIVENESS OF THE POLICY

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and Leadership Team.

If applicable statement of necessary recommendations for improvement will be presented to the Headteacher for further discussion and endorsement at annual review.

LINKED POLICIES

- Admissions
- Attendance and Truancy
- Data Protection
- Home-School Agreement