



# **Pupils' Admission & Attendance Register Policy**



## 1. Purpose

- 1.1. All schools are required to keep an admissions and an attendance register. The requirement to hold a pupil admission register is set out in The Education (Pupil Registration) (England) Regulations 2006.

## 2. Scope of Policy

- 2.1. This policy applies to all schools in New Bridge Multi Academy Trust (MAT). It details what information must be obtained for the admissions register and how and where the data should be entered and stored.

## 3. Reason for Review

- 3.1. This policy was reviewed as part of a Group audit.

## 4. Aim(s)

- 4.1. To ensure that that schools within our MAT are compliant with admissions requirements and that staff who deal directly with admissions understand the importance of accurate information that is required.

## 5. Procedures and practice

- 5.1. In New Bridge MAT the admissions register and the attendance register are computerised.
- 5.2. An additional back-up copy of the admission register and the attendance register will be made at least once per month in the form of an electronic copy.
- 5.3. Where a correction is made to an original entry in a computerised register, prints of the register made after the correction must clearly distinguish between the original entry and the correction.
- 5.4. An additional annual back-up copy of the admissions register and the attendance register will be made relating to a particular school year and this will be retained for a period of three years after the end of that school year.
- 5.5. **Contents of the admissions register**
  - 5.5.1. Every pupil in each school must be included on the admission register as well as the attendance register. Even one session of attendance requires a child to be on both registers (unless they are on a temporary visit from abroad or on an educational visit).
  - 5.5.2. There must be no trial admissions.
  - 5.5.3. The admission register must contain an index in alphabetical order and the following information:
    - 5.5.3.1. the pupil's full name
    - 5.5.3.2. the pupil's gender
    - 5.5.3.3. the name and address of every person known to be a parent of the pupil (this should include those with parental responsibility who live at a different address). These people are entitled to have access to pupil records, receive reports, vote in Governing Body elections etc. Against the particulars of any parent with whom the pupil normally resides there should be an indication of that fact and a note of at



least one telephone number at which the parent can be contacted in an emergency

5.5.3.4. the day, month and year of the pupil's birth

5.5.3.5. the day, month and year of the pupil's admission or re-admission to the school

5.5.3.6. the name and address of any previous school attended by the pupil

## 5.6. Contents of Attendance Register

5.6.1. The following particulars must be recorded in the attendance register at the commencement of each morning session and once during each afternoon session, see link below for guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1039223/School\\_attendance\\_guidance\\_for\\_2021\\_to\\_2022\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1039223/School_attendance_guidance_for_2021_to_2022_academic_year.pdf)

5.6.1.1. in the case of every pupil whose name is entered in and not deleted from the admission register whether the pupil is:

5.6.1.2. in the case of any such pupil of compulsory school age who is absent, a statement whether or not the absence is authorised;

5.6.1.3. in the case of any such pupil of compulsory school age who is attending an approved educational activity the nature of that activity; and

5.6.1.4. in the case of any pupil unable to attend due to exceptional circumstances, the nature of those circumstances;

5.6.1.5. in the case of a pupil who is not a boarder, the absence shall be treated as authorised for the purposes of this regulation if:

5.6.1.6. the pupil has been granted leave of absence in accordance with regulations

5.6.1.7. the pupil is unable to attend:

- a) by reason of sickness or unavoidable cause;
- b) on a day exclusively set apart for religious observance by the religious body to which their parent belongs; or
- c) because the school is not within walking distance of the pupil's home, and no suitable arrangements have been made by the local education authority either for their transport to and from the school, or for boarding accommodation for the pupil at or near the school or for enabling the pupil to become a registered pupil at a school nearer their home.

5.6.2. Where the reason for a pupil's absence cannot be established at the time when the register is taken, that absence shall be recorded as



unauthorised and any subsequent correction to the register recording that absence as authorised shall be made in accordance with regulation 13 and as soon as practicable after the reason for the absence is established by the person with responsibility for completing the register.

5.6.3. An approved educational activity is either:

- 5.6.3.1. an activity which takes place outside the school premises and which is approved by a person authorised in that behalf by the proprietor of the school;
- 5.6.3.2. of an educational nature, including work experience under section 560 of the Education Act 1996(1) and a sporting activity; and
- 5.6.3.3. supervised by a person authorised in that behalf by the school or the headteacher of the school; or
- 5.6.3.4. attendance at another school at which the pupil is a registered pupil.

5.6.4. The exceptional circumstances in which a pupil may be marked as unable to attend are where:

- 5.6.4.1. the school site, or part of it, is closed due to unavoidable cause at a time when pupils are due to attend; or
- 5.6.4.2. in the case of a pupil for whom transport to school is provided by the school or a local education authority, and whose home is not within walking distance of the school, that transport is not available.

5.6.5. The name of a pupil may only be deleted from the attendance register when that pupil's name has been deleted from the admission register for that school in accordance with regulation 8.

## 5.7. Deleting pupils

5.7.1. Circumstances in which a pupil should be deleted from the admission register are as follows:

- 5.7.1.1. when the pupil has been registered at another school. This may not take place until registration at the new school has taken place and must not occur as a result of a parent merely expressing an intention.
- 5.7.1.2. when the pupil has attained statutory school leaving age and ceases to attend.
- 5.7.1.3. where the pupil has been admitted to the school to receive nursery education and does not transfer to the reception class of that school.
- 5.7.1.4. when a pupil has ceased to attend the school and the school has received written notification from the parent that the pupil is receiving education otherwise than at the school.



- 5.7.1.5. when a pupil has ceased to attend and is no longer ordinarily resident within a reasonable distance from the school, the pupil's name may be deleted following a decision by the Local Authority. It must be established that the pupil has moved away.
  - 5.7.1.6. when a pupil has been continuously absent for four weeks or more and both the school and the Local Authority have failed to locate the pupil at their last known address.
  - 5.7.1.7. when a pupil who has been granted extended leave of absence for the purposes of a holiday and fails to return to school within ten days of the expiry of that grant of leave (unless for reasons of sickness or unavoidable cause) the school should seek further guidance from the Local Authority with a view to deleting the pupil's name from the admissions register.
  - 5.7.1.8. a pupil's name may be deleted if it is certified by the Local Authority's School Medical Officer that the pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
  - 5.7.1.9. when a pupil has been continuously absent for not less than four weeks and is detained by a court order.
  - 5.7.1.10. when a pupil dies
- 5.8. A pupil's name **must not be deleted** from the admission register in the following circumstances:
  - 5.8.1. to avoid exclusion procedures.
  - 5.8.2. if the pupil is registered at the school in accordance with the requirements of a School Attendance Order, unless that order is revoked by the Local Authority.
  - 5.8.3. a pupil's name may only be deleted from the attendance register when that pupil's name has been deleted from the admission register.
- 5.9. **Exclusion**
  - 5.9.1. In the case of a permanent exclusion, the pupil remains on the roll of the school until:
    - 5.9.1.1. the appeals period has elapsed and no appeal has been made; or
    - 5.9.1.2. the parent has stated in writing that no appeal will be made; or
    - 5.9.1.3. an appeal made within the time limit has been determined and the exclusion decision upheld.
- 5.10. **Children of Traveller Families**
  - 5.10.1. The duty of the Local Authority to ensure that children of statutory school age receive a suitable full-time education extends to all children



residing in their area, whether permanent or temporary. The duty therefore embraces Traveller children including Gypsies.

- 5.10.2. Children who are more or less permanently resident in the catchment area of a school, only travelling seasonally or occasionally, should not be removed from the admission register when they leave to travel.
- 5.10.3. Children who are in the area for short periods of time and who regularly move around should be removed from the register if continued attendance at a particular school becomes impractical, unless they move only a short distance and can continue attendance at the same school.
- 5.10.4. The above is subject to parental preference being expressed or if the parent asks the school or the Local Authority not to remove the child's name from the register.

#### 5.11. **Dual Registration**

- 5.11.1. Where a pupil is registered at a pupil referral unit (or at another unit agreed by the Local Authority, including hospital tuition) the name of the pupil shall not be removed from the school's admission register without the consent of the Local Authority.

#### 5.12. **Registration of Re-sit Pupils**

- 5.12.1. When a pupil of statutory school age has ceased to attend school they should be removed from the admissions and attendance registers. If it is intended that these pupils are to re-sit examinations without further attendance they should be removed from the register and entered as external candidates. It is for the school to decide whether to fund the examination entry or to ask parents or pupils to pay re-sit fees.
- 5.12.2. Pupils may only be retained on the admissions register if they are actually attending re-sit classes at the school.

#### 5.13. **Inspection of Registers**

- 5.13.1. Officers of the Local Authority may inspect admission and attendance registers.
- 5.13.2. The admission register and the attendance register of every school shall be available for inspection during school hours by:
  - 5.13.2.1. any of Her Majesty's Inspectors of Schools in England appointed under section 1(2) of the Education Act 2005(1)
  - 5.13.2.2. any additional inspector assisting the Chief Inspector in accordance with paragraph 2(1) of Schedule 1 to that Act; and
  - 5.13.2.3. in the case of a school maintained by a local education authority, any officer of the local education authority authorised for that purpose.



- 5.13.3. Persons authorised to inspect the admission and attendance registers shall be permitted to make extracts from the registers.
- 5.13.4. Schools will be requested from time to time to make returns based on entries in the admission or attendance registers.
- 5.14. **Retention of Registers**
- 5.14.1. Computerised registers must be printed and retained in a single volume for each year and those volumes retained in accordance with the regulations.
- 5.14.2. Every entry in an admission register or attendance register shall be preserved for a period of three years after the date on which the entry was made.
- 5.14.3. The Records Management Society's guidance suggests that attendance registers should be shredded after a retention period of three years from the date of last entry. However, schools should consider circumstances where records may be required as evidence in defending insurance or legal claims such as those alleging failure to provide education appropriate to needs
- 5.15. This guidance is without prejudice to the requirements of the Data Protection Act 1984
- 5.16. If the guidance in this document is not followed the Local Authority may withhold pupil-led funding.

## 6. Other useful links

Pupil registration- <http://www.legislation.gov.uk/uksi/2006/1751/contents/made>

Pupil registration (amendment 2010)-  
<http://www.legislation.gov.uk/uksi/2010/1725/contents/made>

Pupil registration (amendment 2011)-  
<http://www.legislation.gov.uk/uksi/2011/1625/contents/made>

Pupil registration (amendment 2013)-  
<http://www.legislation.gov.uk/uksi/2013/756/contents/made>

Pupil registration (amendment 2016)-  
<http://www.legislation.gov.uk/uksi/2016/792/contents/made>

Education Act- <http://www.legislation.gov.uk/ukpga/2002/32/contents>





Data protection Act-

[https://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga\\_20180012\\_en.pdf](https://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf)

Suspensions & Exclusions-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921405/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf)

Suspensions & Exclusions Update 2021-

<https://www.gov.uk/government/publications/school-exclusion#full-publication-update-history>

### **Monitoring**

This policy will be monitored through the MAT's accountability framework.

