

## Register of Admissions and Attendance Policy

Sir Simon Milton UTC Westminster will keep a computerised admission register and an attendance register. Every pupil 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).

The admission register must be available for inspection on the College premises.

There will be no trial admissions.

### Content and Maintenance of the Admission Register

The admission register must contain an index in a clearly identified order and the following information:-

- a) the pupil's full name
- b) the pupil's gender
- c) 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.
- d) day, month and year of the pupil's birth
- e) day, month and year of the pupil's admission or re-admission to the school
- f) the name and address of any previous school attended by the pupil.

**As our admission register is computerised, it will be printed out at least yearly and bound into annual volumes.**

Computerised attendance registers must be printed at least once a month.

The register must be kept safely, preferably in a fireproof container or metal cabinet.

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.

In relation to every amendment made the admission register and the attendance register shall include

- a) the original entry;
- b) the amended entry;
- c) the reason for the amendment;
- d) the date on which the amendment was made; and

e) the name or title of the person who made the amendment.

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.

### Deletion of a Pupil's Name from the Admission Register

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

- a) 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.
- b) When the pupil has attained statutory school leaving age and ceases to attend.
- c) Where a pupil has become a pupil at a special school under arrangements made by the Authority. The name of the pupil must not be removed until the Authority has confirmed the special school placement.
- d) 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 school.
- e) 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 Authority. It must be established that the pupil has moved away.
- f) When a pupil has been continuously absent for four weeks or more and both the school and the Authority have failed to locate the pupil at their last known address.
- g) 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 Authority with a view to deleting the pupil's name from the admissions register.
- h) A pupil's name may be deleted if it is certified by the 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.
- i) When a pupil has been continuously absent for not less than four weeks and is detained by a court order.
- j) When a pupil dies

Where a student ceases to attend, the Learning Coach must notify the Vice-Principal. They will be added to the confidential safeguarding register and logged as 'missing in education'.

The Local authority will be notified, and in some cases, the Police will be requested to undertake a welfare call.

A pupil's name **must not be deleted** from the admission register in the following circumstances:

- a) to avoid exclusion procedures.
- b) if the pupil is registered at that school in accordance with the requirements of a School Attendance Order, unless that order is revoked by the Authority.

A pupil's name may only be deleted from the attendance register when that pupil's name has been deleted from the admission register.

Staff are required to complete an electronic register in every registered timetable session. One of the afternoon periods will log the PM register mark and one of the morning periods will log the AM register mark.

This policy complies with the relevant legislation and regulations and should be read alongside the Education (Pupil Registration) Regulations 1995 (SI 1995/2089) as amended by the Education (Pupil Registration) (Amendment) Regulations 1997 and the Education (Pupil Registration) (Amendment) (Wales) Regulations 2001 and the Data Protection Act 1998.

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies	Please Tick Box	
	YES	NO
Is it likely that the Policy Revision could have a negative impact:-		
1. On minority ethnic groups?		X
2. Due to gender?		X
3. Due to disability?		X
4. Due to sexual orientation?		X
5. Due to their religious beliefs (or none)?		X
6. On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff		
Is it likely that the Policy Revision could have a negative impact:-		
7. On people due to their age?		X
8. On people due to their marital or civil partnership status?		X
9. On people with dependants/caring responsibilities?		X

Date of Review 10.06.2018 Did you make changes? 

n/a	
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If YES please speak with the Principal as a full Equality Analysis may be required.

**Admissions and Attendance Registration**  
Mike Finn – January 2017  
Last reviewed – June 2018  
Next review – June 2019