

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

BRIGHSTONE C.E.
PRIMARY SCHOOL



Register of Admissions and Attendance Policy

Date Agreed: 13th September 2016

Review Date: September 2019

Signed: _____

Chair Board of Governors

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	13 th September 2016	JW	GB	New policy using Statutory Instrument

All the governors and staff of Brighstone CE Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

The following policy and procedures are based on The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Registers to be kept

1. The proprietor of Brighstone CE Aided Primary School shall cause to be kept
 - a) an admission register; and
 - b) an attendance register.

Contents of Admission Register

2. 2.1 The admission register for Brighstone CE Aided Primary School shall contain an index in alphabetical order of all the pupils at the school and shall also contain the following particulars in respect of every such pupil
 - a) name in full;
 - b) sex;
 - c) the name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, 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 birth;
 - e) day, month and year of admission or re-admission to the school; and
 - f) name and address of the school last attended, if any.
- 2.2 For the purposes of this paragraph only a pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

Contents of Attendance Register

3. 3.1 The following particulars must be recorded in the attendance register at the commencement of each morning session and once during each afternoon session
 - a) in the case of every pupil whose name is entered in and not deleted from the admission register whether the pupil is one of the following:
 - i. present;
 - ii. absent;
 - iii. attending an approved educational activity within paragraph 3.4;
 - iv. unable to attend due to exceptional circumstances within paragraph 3.5;
 - b) in the case of any such pupil of compulsory school age who is absent, a statement whether or not his absence is authorised in accordance with paragraph 3.2;

- c) in the case of any such pupil of compulsory school age who is attending an approved educational activity the nature of that activity; and
 - d) in the case of any pupil unable to attend due to exceptional circumstances, the nature of those circumstances
- 3.2 his absence shall be treated as authorised for the purposes of this paragraph if
- e) he has been granted leave of absence in accordance with paragraph 3.4;
 - f) he is unable to attend
 - i. by reason of sickness or unavoidable cause;
 - ii. on a day exclusively set apart for religious observance by the religious body to which his parent belongs; or
 - iii. 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 his transport to and from the school, or for boarding accommodation for him at or near the school or for enabling him to become a registered pupil at a school nearer his home.
- 3.3 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 paragraph 10 and as soon as practicable after the reason for the absence is established by the person with responsibility for completing the register.
- 3.4 An approved educational activity is either
- a) an activity which takes place outside the school premises and which is
 - i. approved by a person authorised in that behalf by the proprietor of the school;
 - ii. of an educational nature, including work experience under section 560 of the Education Act 1996(a) and a sporting activity; and
 - iii. supervised by a person authorised in that behalf by the proprietor or the head teacher of the school; or
 - b) attendance at another school at which the pupil is a registered pupil.
- 3.5 The exceptional circumstances in which a pupil may be marked as unable to attend are where
- a) the school site, or part of it, is closed due to unavoidable cause at a time when pupils are due to attend; or
 - b) 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.
- 3.6 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 paragraph 5.
- 3.7 For the purpose of this paragraph "walking distance" has the meaning given to that expression in section 444(5) of the Education Act 1996(b).

Leave of absence

4. 4.1 Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school.
- 4.1A Subject to paragraph 4.2, leave of absence shall not be granted unless
- a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides; and

(a) 1996 c.56; section 560 was amended by sections 112 and 140(3) of, and Schedule 31 to, the School Standards and Framework Act 1998 (c.31).
 (b) 1996 c.56.

- b) the proprietor, or a person authorised by the proprietor in accordance with paragraph 4.1, considers that leave of absence should be granted due to the exceptional circumstances relating to that application;
- 4.2 Leave of absence shall not be granted to enable a pupil to undertake employment (whether paid or unpaid) during school hours except
- a) employment for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963 (c) under the authority of a licence granted by the local authority under that section;
 - b) employment abroad for the purpose mentioned in section 25 of the Children and Young Persons Act 1933(d) where a licence has been granted under that section by a justice of the peace.

Deletions from Admission Register

5. 5.1 The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register
- a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;
 - b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or paragraph 6, that he has been registered as a pupil at another school;
 - c) where a pupil is registered at more than one school, and in a case not falling within subparagraph (j) or (m) or paragraph 6 that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;
 - d) in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;
 - e) that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;
 - f) in the case of a pupil granted leave of absence in accordance with paragraph 4.1A, that
 - i. the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - ii. the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii. both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
 - g) that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;
 - h) that he has been continuously absent from the school for a period of not less than twenty school days and
 - i. at no time was his absence during that period authorised by the proprietor in accordance with paragraph 3.2;

(c) 1963 c.37; section 37 was last amended by paragraph 10 of Schedule 37 to the Education Act 1996 (c.56). (d) 1933 c.12; section 25 was last amended by section 109(1) of, and paragraph 73(1) and (3) of Schedule 8 to, the Courts Act 2003 (c.39).

- ii. the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii. both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
- i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;
 - j) that the pupil has died;
 - k) that he will cease to be of compulsory school age before the school next meets and
 - i. the relevant person has indicated that the pupil will cease to attend the school; or
 - ii. the pupil does not meet the academic entry requirements for admission to the school's sixth form.
 - l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;
 - m) that he has been permanently excluded from the school; or
 - n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

5.2 In a case not covered by paragraph 5.1(a), (j) or (m), the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

5.3 The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register

- a) that he has ceased to attend the school;
- b) that he has been continuously absent from the school for a period of not less than twenty school days and
 - i. at no time was his absence during that period agreed by the proprietor;
 - ii. the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii. the proprietor of the school has failed, after reasonable enquiry, to ascertain where the pupil is;
- c) that the pupil has died;
- d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher, class at the school; or
- e) that he has been permanently excluded from the school.

5.4 For the purposes of this paragraph

- a) a pupil shall be treated as ordinarily residing at a place where the pupil is habitually and normally resident apart from temporary or occasional absences;
- b) "reception class" means a class in which education is provided which is suitable to the requirements of pupils aged five and any pupils under or over that age whom it is expedient to educate together with pupils of that age;
- c) children are to be regarded as having been admitted to a school to receive nursery education if they were placed on admission in a nursery class;

- d) the permanent exclusion of a pupil from a maintained school does not take effect until the proprietor has discharged its duties under regulations made under section 52 of the Education Act 2002(a), and
 - i. the relevant person has stated in writing that he does not intend to bring an appeal under those regulations;
 - ii. the time for bringing an appeal has expired and no appeal has been brought within that time; or
 - iii. an appeal brought within that time has been determined or abandoned;
- e) the permanent exclusion of a pupil from the school does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the Education Act 1996(a) and
 - i. the relevant person has stated in writing that he does not intend to bring an appeal;
 - ii. the time for bringing an appeal has expired and no appeal has been brought within that time; or
 - iii. an appeal brought within that time has been determined or abandoned.

Dual Registration of children with no fixed abode

- 6. 6.1 This paragraph applies to a pupil who
 - a) has no fixed abode for the reason that his parent is engaged in a trade or business of such a nature as to require him to travel from place to place; and
 - b) is at the time registered as a pupil at two or more schools.
- 6.2 The name of a pupil to whom this paragraph applies shall not be deleted from that pupil's school of ordinary attendance pursuant to paragraph 6.1 a) or b).
- 6.3 Subject to paragraph 6.4, for the purposes of paragraph 6.2, a school is a pupil's school of ordinary attendance if, during the immediately preceding 18 months, it is the school which the pupil has attended during periods when his parent is not travelling in the course of trade or business.
- 6.4 In any case in which two or more schools fulfil the definition of a school of ordinary attendance in paragraph 6.3, paragraph 6.2 applies only in respect of the school which fulfils the definition most recently.

Inspection of registers

- 7. The admission register and the attendance register of Brighstone CE Aided Primary School shall be available for inspection during school hours by
 - a) any of Her Majesty's Inspectors of Schools in England appointed under section 1(2) of the Education Act 2005(b);
 - b) any additional inspector assisting the Chief Inspector in accordance with paragraph 2(1) of Schedule 1 to that Act; and
 - c) in the case of a school maintained by a local education authority, any officer of the local education authority authorised for that purpose.

Extracts from registers

- 8. The persons authorised by paragraph 7 to inspect the admission register and attendance register of any school shall be permitted to make extracts from those registers for the purposes of their functions under the Education Acts.

2002 (a) c.32. (a) 1996 c.56; section 482 was substituted by section 65 of the Education Act 2002 (c.32). (b) 2005 c. 18.

Returns

9. 9.1 Subject to paragraph 9.2, the proprietor of Brighstone CE Aided Primary School shall make to the local education authority, at such intervals as may be agreed between the proprietor and the local education authority, or as may be determined by the Secretary of State in default of agreement, a return giving the full name and address of every registered pupil of compulsory school age who
- a) fails to attend the school regularly; or
 - b) has been absent from the school, where the absence has not been treated as authorised in accordance with paragraph 3.2, for a continuous period of not less than ten school days, and specifying the cause of absence if known to the proprietor.
- 9.2 Paragraph 9.1 shall not apply with respect to
- a) any absence from the school due to the pupil attending another school at which he is a registered pupil; or
 - b) any period during which the pupil was attending an approved educational activity in accordance with paragraph 9.4.
- 9.3 As to the contents of the admission register comprising particulars relating to a pupil whose name is to be deleted in accordance with paragraph 5.1(d), (e),(g),(i) or (m), the proprietor shall make a return to the local authority for every such pupil giving the full name of the pupil, the address of any parent with whom the pupil normally resides and the ground upon which their name is to be deleted from the admission register as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register.

Method of making entries

10. 10.1 Every entry in an admission register or attendance register shall be made in ink.
- 10.2 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.

Preservation of registers

11. 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.

Use of computers

12. 12.1 Nothing in these Regulations shall be taken to prevent the keeping of an admission or attendance register by means of a computer, but where such a register is so kept the following paragraphs of this paragraph shall apply for the purpose of modifying the requirements of these Regulations.
- 12.2 The requirements of paragraph 1 shall not be treated as satisfied unless an additional back-up copy of the admission register and the attendance register is made not less than once a month in the form of an electronic, micro-fiche or printed copy.
- 12.3 The requirements of paragraphs 7 and 8 shall not be treated as satisfied unless the persons authorised to inspect and take extracts from the admission register and the attendance register are permitted to inspect and take extracts from those registers kept by means of a computer and the additional back-up copies made in accordance with paragraph 12.2.

- 12.4 The requirements of paragraph 10 shall not be treated as satisfied unless, where any correction to an original entry in the registers is made, any register kept by means of a computer and any print made of any such register after the correction distinguish clearly between the original entry and the correction.
- 12.5 The requirements of paragraph 11 shall not be treated as satisfied unless each additional back-up copy of the admissions register and the attendance register made in accordance with paragraph 12.2 and relating to a particular school year is retained for a period of three years after the end of that school year.
- 12.6 A print of a register produced by means of a computer shall for the purposes of paragraph 11 be taken to be made in ink.
- 12.7 The provisions of this regulation are without prejudice to the requirements of the Data Protection Act 1998(a).