Admissions Register Policy & Procedures

The purpose of this procedure is to ensure that the School maintains an Admissions Register in compliance with legal requirements, under The Education (Pupil Registration) (England) regulations, 2006. The requirements of DfE Children missing in Education (2024) and Working Together to improve school attendance (2024) are followed.

Contents of the Admissions Register

- Name in full.
- Sex
- Names of every person known to be a parent or hold parental responsibility.
- Where a parent notifies the school that the pupil will live at another address, in addition or instead, the following information (where it is reasonably practicable for the school to ascertain this):
  - The new address.
  - The full name of the parent the child will live with.
  - The date from which the pupil will live there.
- At least two telephone numbers, for contact of the parent in an emergency.
- Day, month and year of birth.
- Day, month and year of admission or re-admission to the school.
- Status: boarding, weekly boarding or day.
- Name of the destination school notified by parents (and first date of attendance), where it is reasonably practicable to ascertain this.
- Name and address of last school attended if any.

Additions to or deletions from the Register: Legal Responsibilities

- The name of the pupil must be included in the register from the first day on which the school has agreed that the pupil can attend the school (in most cases, the first day of the school year).
- The school is obliged to inform the local authority (Derbyshire County Council) where a pupil's name is going to be deleted from the Admissions Register in the following cases:
  - The child is taken out to be home educated.
  - The family has apparently moved away.
  - When the child has been certified as medically unfit to attend.
  - When the child is in custody for more than 4 months.

- From September 2016 the school notifies the local authority when we are due to remove a pupil's name from the Admissions Register at non-standard transitions, i.e. where compulsory school-aged children leave before the end of the school's final year (Year 6 or Year 11). Notification must take place before deleting a pupil from the register.
- There are 15 official grounds for removing a pupil from the Admissions Register, set out in *Children Missing Education, 2016*.
- The school's right to delete a pupil from the Admissions Register after non-return within 10 days from a period of authorised absence of at least 10 days, or after more than 20 days unauthorised absence, does not arise until the school and local authority have jointly made reasonable enquiries.
- The school notifies the local authority when a pupil fails to attend school regularly or is absent without leave for more than 10 days (continuous).
- The school notifies the local authority within 10 days where we add a pupil's name to the Admissions Register at non-standard transitions in cases where compulsory school-aged children join after the start of the school's first year. (Reception or Year 7).

Responsibility for Managing Admissions register

Event	Person responsible
Registration of pupils, compiling appropriate records for Admissions Register	Registrar
Notification to LEA of pupils joining the school at non-standard transition points (other than in Reception or Year 7)	Registrar
Communication to the School Administrator of pupils joining the school.	Registrar
Maintaining accuracy of school database on present pupils (ISAMs), including updating information about addresses, contact numbers, etc.	Registrar
Monitoring attendance, in relation to authorised and unauthorised absence.	Designated Safeguarding Lead
Notification to LEA of pupils who are regularly absent or who is absent without leave for more than 10 days of school.	Designated Safeguarding Lead
Receive reports of pupils who are leaving the school (or are thought to have left the school), in order to	Registrar

advise the School Administrator on a change of status from 'current pupil' to 'past pupil' and thus 'delete' from our register of current pupils, and the Finance Department, regarding fees, notice period, etc.	
Notification to LEA of pupils who are to be deleted from the register of current pupils, at non-standard times (ie. before end of Year 6 or before end of Year 11).	Designated Safeguarding Lead and Registrar