

ADMISSION AND ATTENDANCE REGISTERS POLICY

The school will keep Admission and Attendance Registers in accordance with the following regulations and guidance:

- *The Education (Pupil Registration) (England) Regulations 2006*
- *Absence and Attendance Codes Guidance for Schools and Local Authorities, DCSF January 2009*
- *Children Missing Education, Statutory guidance for local authorities, DfE September 2016*
- *Keeping records of Child Protection and Welfare Concerns; January, East Sussex CC January 2020.*

1. The Admissions Register

Registration Form

Parents/carers complete a Registration Form for each child before they enter the school.

The information is transferred to a computerised Registration Form which is given to the parent/carer for checking and updating when the child enters school. Parents/carers are required to sign the form to confirm the information held by the school is correct and accurate. The computerised Registration Form is reviewed and signed annually by the parent/carer. This is the basis of the Admissions Register.

Registration details

An admission register will be kept for every child registered at the school, filed in alphabetical order.

It will contain the following particulars in respect of every child

- name in full
- gender
- the name and address of every person known to the school to be a parent of the child and, against the entry on the register of the particulars of any parent with whom the child 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
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any.

Children joining the school after the beginning of reception

The school must notify the local authority **within five days** of adding a pupil's name to the admission register at a non-standard-transition point (ie after normal reception intake.).

The notification must include all the details contained in the admission register for the new child.

Deletions from the Admission Register

When a child leaves the school the child will be removed from the admission register.

• **Transfer to secondary education at the end of year six:**

If the child leaves the school at the normal transition point at the end of year six the following procedure should be followed:

- the school office will make contact with the receiving school to ensure the child has a confirmed space at the school.
- The receiving school will be sent the following records (by 'signed for' delivery):
- Current (most recent) school report
- Assessment and tracking data (literacy and numeracy)
- Current reading levels if relevant
- SEND records including current and past School Based Plans (if appropriate)

- **Transfer to another school other than at the end of year six:**

If a child of statutory school age leaves the school, other than at normal transition point at the end of year six, to attend another registered school, **the school must notify the local authority.**

The notification to the local authority must include:

- The full name of the child;
- The full name and address of any parent with whom the child resides;
- At least one telephone number of the parent;
- The child's future address and destination school, if applicable;
- The reason for the child's name to be removed from the register (see appendix).

The school will also follow the procedure shown at 'transfer at the end of year six' with regard to contact and documentation to be sent to the receiving school, including details covering a *Welfare Concerns* file.

- **Leaving school without transferring to another school**

When a child leaves our school without clear indication of a receiving school (whether or not at the end of year 6) for example to be home-educated, to go travelling, etc., **the school must notify the local authority.**

- The notification to the local authority should follow the procedure shown above.
- The school will retain the documentation normally sent to the receiving school for a period of one year.

- **EYFS**

Children who leave the school before reception or to enter another school's reception class at the standard transition point do not need to be notified to the local authority. Documentation transfer to the receiving school/setting should follow the usual procedure, including details covering a *Welfare Concerns* file.

Local authority notification

The Local Authority should be notified through the Children Missing Education Team using the form provided by East Sussex CC for this purpose, when a child is removed from the admissions register.

Email: cme@eastsussex.gov.uk

Welfare Concerns

If a Welfare Concerns file has been created for a child leaving the school, the DSL will forward the appropriate records to the receiving school under separate cover, in line with the ESCC's guidance: ***Keeping records of Child Protection and Welfare Concerns; January 2020.***

<https://czone.eastsussex.gov.uk/safeguarding/support-for-safeguarding-in-colleges-schools-and-early-years-settings/safeguarding-model-policies-and-guidance/record-keeping-guidance/>

If a child leaves the school without notification of a receiving school/early year setting, where a Welfare Concerns file has been created, the DSL will contact **the Single Point of Access (SPOA)** in line with the **Safeguarding Policy and Procedures**, for further advice.

2. The Attendance Register

A twice daily attendance register will be taken. The register will be taken at the start of the morning session at **9.00am (9.00am-9.15am in the kindergarten)** and at the start of the afternoon session at **1.15pm**

- **Present**

The register will show which children are present by marking with a diagonal line next to each child's name for each session at which they are present / \.

- **Absent (at time of register)**

If a child is not present when the register is taken the register should be marked with a circle **O**.

In the afternoon children should be marked present \ or absent **O** at **1.15pm**.

- **The Attendance Register should be taken to the school office at 9.15 (KS1 and KS2)**

the register for the Kindergarten should be kept in the Kindergarten.

In the afternoon the Register for each class should be taken to the school office by 1.30pm (KS1/ KS2)

- **Daily check on children whose absence is unknown**

Once the registers have been returned to the office in the morning, the school secretary will check the register and enter **L** on the register for any children who have been entered on the late arrival sheet. If a parent or carer has contacted the school to advise of absence this should be entered on the attendance register notes sheet. If a parent/carer has not notified the school of their child's absence, the school will contact the parent/carer of those children to ascertain the reason for the child's absence. This will be done as soon as possible preferably between 9.30 and 10.00 am.

Any information will be entered on the attendance register notes sheet.

- **Late arrival**

If a child arrives after 9.00am an entry must be made on the late arrivals list in the office, giving the date, the child's full name and the time and reason for late arrival

(ie *arrived 9.45- Doctor's appointment*).

The letter L (late) should be placed within the original  on the register e.g. 

It is important that the record on the late arrivals sheet is made as soon as the child arrives so that the school has an accurate record of who is on the premises at any given time.

- **Early departure**

If a child who has been marked present on the register, leaves during the course of the morning (before the afternoon register has been taken) or leaves during the afternoon (before normal home-time), an entry must be made on the late arrivals/departures sheet in the office – giving the date, the child's first name and the time and reason for early departure

(ie *collected 11.45 - raised temperature*).

It is important that the entry is made as soon as the child leaves so that the school has an accurate record of who is on the premises at any given time.

- **Late collection**

If a child is not collected at the normal time, a note should be made on the late arrivals/departures sheet in the office of the actual time the child was collected and the reason given for the late collection. The note should also record if the school needed to take action to arrange collection (ie rang parent/carer, emergency contact, etc.).

Kindergarten register only

There are additional columns on the kindergarten register to be ticked showing the time that each child is collected. In addition, notes regarding early or late collection times should be made as above.

Method of making entries

Every entry in an admission register or attendance register shall be made in black ink.

In relation to any significant 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.

Authorised/Unauthorised absences

- See the school's **Attendance Policy**

The school will check the registers to compile a record of children's absences for statutory school age children. For non-statutory age children records will be kept as required by the Local Authority for children receiving the Early Years Education Entitlement.

Absences will be marked as 'authorised' or 'unauthorised' in accordance with the regulations contained in *The Education (Pupil Registration) (England) Regulations 2006* and the guidance contained in *Absence and Attendance Codes Guidance for Schools and Local Authorities DCSF January 2009*.

Preservation of registers

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.

Inspection of registers

The admission register and the attendance register of the 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) any additional inspector assisting the Chief Inspector in accordance with paragraph 2(1) of Schedule 1 to that Act
- (c) Authorised Officers of the Local Authority in accordance with the Code of Practice and the Provider Agreement for children receiving Early Years Educational Entitlement

Monitoring and review

This policy is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.

Current review dated: 20/01/2020

Effective date: January 2020

Next Review date: January 2021

Reviewed by: Mark Hunter