

# **Judith Kerr Primary School**

## **Registration of Pupils Policy (a CfBT Schools Trust standard policy)**

**October 2017**

**Review Date: September 2018**

Author		Target group	All employees, consultants and volunteers
Owner	CfBT Schools Trust	Next review due	September 2018
Issued			

**Policy: Registration of pupils**

**Scope and publication**

This policy provides a framework and guidance for staff and parents to encourage pupils to attend the school regularly so that they can take full advantage of the educational opportunities available. This policy is available to everyone in the school community via the website and on request. It can be made available in large print or other accessible format if required.

**Who was consulted?**

Parents, pupils and staff were consulted in the development of this policy.

**Relationship to other policies**

The policy should be read in conjunction with the policies on admissions, school session times, and current guidance produced by the school for staff on the registration of pupils. The home/school agreement is also pertinent.

**Statutory requirements**

The school will ensure that it meets the requirements of The Education (Pupil Registration) (England) (Amendment) Regulations (2016) as amended, and the latest government guidance.

Part 3 of the Independent School Standards Regulations, which apply to academies, requires schools to maintain admission and attendance registers in accordance with the regulations. Failure to comply with the revised regulations is likely to lead to a finding of non-compliance on inspection.

**Procedures**

**The Admissions Register**

We maintain an Admissions Register which records valuable information about pupils at the school, including emergency contact details. The details that must be recorded in the Admissions Register are outlined below. This does not include details about the pupils’ attendance, or the subjects that they are studying or other pupil information.

**Pupils’ information**

The school records the details of every pupil at the school in the Admissions Register. This includes pupils who are attending the school on a temporary basis e.g. travellers’ children, children who are accessing facilities not available at their normal school and ‘guest pupils’.

**The Register must include the following information for every pupil**

- the pupil’s full name
- the pupil’s gender
- the pupil’s date of birth
- the date the pupil was admitted to the school
- the name of the school the pupil last attended; and

- where applicable, a statement that the pupil is a boarder.

In addition to the above information, the school will also record the following for each pupil:

- the name and address of every parent and carer of the pupil that is known to the school
- which of these parents and carers the pupil normally lives with; and
- emergency contact details of the parents and carers.

The school may also keep additional information about parents which will ease communications with them. For example, it is useful to know that parents have a hearing impairment which prevents them using a telephone or record email addresses.

Effective information sharing between school, parent, local authority and the Trust will be *critical to ensuring that all children of compulsory school age are receiving a safe and suitable education.*

It is vital that our Register is kept up to date and stored securely, particularly the emergency contact details. The school will encourage parents to inform them of any changes whenever they occur.

### Attendance Register

We recognise that there is a strong statistical link between attendance and attainment. We believe that high attendance levels tend to have high levels of attainment but those with low attendance levels tend to have low attainment levels. The Attendance Register is therefore an important tool in our work to drive up standards and pupils' attainment.

Our aim is to prevent all unnecessary absence and, where the absence is unavoidable, to help children catch up the work that they have missed. We have an important role in identifying pupils who might need additional support or who have poor attendance records. In many cases, they can address the issues before they become serious but there will be cases when they will need the support of other agencies such as the local education welfare service.

We take the Attendance Register at the start of each morning session and during each afternoon session that we are open. On each occasion, staff must record whether every pupil was:

- present
- absent
- present at an approved educational activity; or
- unable to attend due to exceptional circumstances.

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 an 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; or
- c) a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending the school.

Staff must also record whether the absence of a compulsory school-age pupil was authorised or not. The only personal information in the Attendance Register about pupils is their names. We will not take pupils off the Attendance Register unless they are removed from the admissions register at the same time.

### Deleting a pupil's name from the Attendance Register

Changes contained in the 2016 Regulations affect all non-standard transitions, that is whenever a child of compulsory school age leaves a school before completing the school's final year or joins the school after the start of the first year.

From 1 September 2016, all schools (including academies) are required to:

- Inform their LA when they are about to delete a pupil's name from the admission register under any of the 15 grounds (Regulation 8 of the 2006 Regulations).
- Record details of the pupil's residence, the name of the person with whom they will reside, the date from which they will reside there, and the name of the destination school (where they can reasonably obtain this information).
- Inform their LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to their LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).

The changes will also give LAs the discretion to require the same information on children leaving or joining the school at standard transition points, which occur when a child of compulsory school age begins school at the start of the first year or leaves at the end of the final year of that school.

The changes impose a further duty on schools to work collaboratively with LAs when making 'reasonable enquiries' to locate a pupil if he/she has not returned after 10 days' authorised leave, or 20 days without authorisation.

Please read this policy in conjunction with the CST Attendance and Punctuality Policy and Missing Pupils Policy, which gives specific guidance on children who may be missing from education

### **Roles and responsibilities**

#### **The Headteacher will ensure that:**

- Pupils are registered accurately and efficiently.
- Attendance targets are set for individual pupils, classes and year groups.
- Parents or carers are contacted when reasons for absence are unknown or unauthorised.
- Pupil attendance and lateness are monitored regularly.
- School attendance statistics are reported to the Local Governing Body.
- Pupils absent for long periods because of ill-health receive appropriate learning support.

#### **All teachers are expected to:**

- Register pupils accurately and efficiently.
- Report pupil attendance and lateness daily.
- Encourage pupils to attend the school regularly and inform colleagues if there is a problem that may lead to absences.

#### **Pupils will be encouraged to:**

- Attend school regularly.
- Depending on age and maturity of the child, they should inform staff if there is a problem that may lead to absences.

#### **Parents and carers will be asked to:**

- Ensure the child attends school regularly.

- Inform the school on the first day of non-attendance.
- Discuss planned absences with the school in advance (e.g. family holidays, special occasions).

Whilst we recognise that there is no legal requirement for parents to provide written confirmation of the reasons for their child's absence, it is accepted practice that they will do so and our school's Attendance Policy requires them to.

### **Trustees and the Local Governing Body will:**

- Ensure that the policy and practice is regularly monitored.
- Trustees and Local Governors will be required to ensure that those with leadership and management responsibilities in the school are discharging the new (2016) reporting requirements as part of their responsibility to actively promote the wellbeing of pupils.

### **Monitoring and evaluation**

The Headteacher will, on a termly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The data will be analysed by gender, year group and ethnicity. The Headteacher and Regional Director will evaluate the data and decide what, if any, further action is required.

The Headteacher will ensure attendance information is provided to CST when requested.

## **Appendix 1: Attendance Register codes**

**/ \** Present at registration

**B** Educated off-site (not dual registration)

**C** Other authorised circumstances (not covered by another appropriate code/description)

**D** Dual registered (i.e. present at another school or at a PRU)

**E** Excluded but no alternative provision made

**F** Agreed extended family holiday

**G** Family holiday (not agreed or sessions in excess of agreement)

**H** Agreed family holiday

**I** Illness

**J** Interview

**L** Late but arrived before the register closed

**M** Medical or dental appointment

**N** No reason for the absence provided yet

**O** Other unauthorised (not covered by other codes or descriptions)

**P** Approved sporting activity

**R** Day set aside exclusively for religious observance

**S** Study leave

**T** Traveller absence

**U** Late and arrived after the register closed

**V** Educational visit or trip

**W** Work experience (not work based training)

**X** Untimetabled sessions for non-compulsory school-age pupils

**Y** Partial and forced closure

**Z** Pupil not on roll yet

**#** School closed to all pupil