

Registration of Pupils Policy (CST - MSA, LCA, BA)



This policy applies to the whole of CfBT Schools Trust (CST).

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1. 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.

2. Who was consulted? ¶

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

3. Relationship to other policies ¶

The policy should be read in conjunction with the policies on attendance and punctuality, exclusions, children missing in education, child protection, SEND, accessibility plans, supporting pupils with medical conditions, 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.

It should also be read in conjunction with *Keeping Children Safe in Education, Working Together to Safeguard Children, Information Sharing Advice for Safeguarding Practitioners, School attendance Guidance for maintained schools, academies, independent schools and local authorities* (November 2016) and *Children missing education: Statutory guidance for local authorities* (September 2016).

4. 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.

5. Procedures ¶

The Admissions Register

We maintain an Admissions Register which records valuable information about all the pupils at the school, which includes at least two emergency contact details. The details that must be recorded in the Admissions Register are outlined below. The details are held in alphabetical

order according to pupils' names. 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, including the year
- the date the pupil was admitted or re-admitted to the school
- the name of the school the pupil last attended (where applicable); 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 (ensuring that school holds at least two emergency contact details). There must be an indication in the register of which is the first contact in case of emergency.

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 or does not have English as a first language.

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, in line with the new GDPR, particularly the emergency contact details. The school will regularly encourage parents to inform them of any changes whenever they occur.

The school will retain this documentation for a period of three years after the entry of the data.

The admissions and attendance registers will be made available to Her Majesty's Inspectorate or their representatives upon request. Printed extracts may be handed over should they be required in order for them to execute their duties.

Where the registers are held electronically, we will ensure that back-ups are made not less than once a month either in electronic, microfiche or print form.

Where changes are made in the register, we will ensure that it is clear which is the original entry and which is the amendment.

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.

The register will record the nature of the approved educational activity or exceptional circumstance.

Staff must also record whether the absence of a compulsory school-age pupil was authorised or not. Further details on authorisation of absence can be found in the CST Attendance and Punctuality Policy.

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 Admissions 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.

The CST Attendance and Punctuality Policy and Missing Pupils Policy give specific guidance on children who may be missing from education.

Home educated children

On receipt of written notification to home educate, school will inform the pupil's local authority that the pupil is to be deleted from the Admissions Register. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should consider notifying the local authority at the earliest opportunity.

Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

(School should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.)

6. 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 Education Director and Local Governing Body.
- Pupils absent for long periods because of ill-health receive appropriate learning support. (See SEND Policy and Supporting Children with Medical Conditions Policy).

All teachers are expected to:

- Register pupils accurately, efficiently and in a timely manner at both morning and afternoon sessions using the correct codes.
- 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 Education Directors 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.

7. 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, SEND, disadvantage and ethnicity. The Headteacher and Education 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.

8. 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

Further details can be found in *School attendance: Guidance for maintained schools, academies, independent schools and local authorities*, November 2016.

9. Appendix 2: Admissions Register ¶

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended.

1

8(1)(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 authority for that named in the order or the order is revoked by the local 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.

2

8(1)(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 regulation 9, that he has been registered as a pupil at another school.

3

8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, 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.

4

8(1)(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.

5

8(1)(e) - except in the case of a boarder, 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.

6

8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that:

(i) the pupil has failed to attend the school within the 10 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) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7

8(1)(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.

8

8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and:

21 Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2)

(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 and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

9

8(1)(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.

10

8(1)(j) - that the pupil has died.

11

8(1)(k) - that the pupil 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.

12

8(1)(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.

13

8(1)(m) - that he has been permanently excluded from the school.

14

8(1)(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.

15

8(1)(o) where:

(i) the pupil is a boarder at a maintained school or an academy

(ii) charges for board and lodging are payable by the parent of the pupil; and

(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

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Governing Body Review Date: Wednesday 18th April 2018

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