
RESPONSIBLE PERSON(S):	CHIEF EXECUTIVE HEADTEACHER John Mason School HEADTEACHER Rush Common School HEADTEACHER Fitzharrys School
CURRENT VERSION:	001
DATE APPROVED:	07/12/2018
REVIEW CYCLE:	ANNUALLY
NEXT REVIEW DATE:	BEFORE JUNE 2019

REVIEW

The Board of Trustees have reviewed and agreed this policy in accordance with the legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

APPROVED BY THE BOARD OF TRUSTEES

Chair of Trustees: Jonathan Hopkins Signature: Jonathan Hopkins

Chief Executive: Fiona Hammans Signature: Fiona Hammans

RESPONSIBLE BODY

Within this policy “responsible body” means the Trust and/or Trustees of the Abingdon Learning Trust. The responsible body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body’s functions in respect of this policy statement and associated processes.

RESPONSIBLE PERSONS

The responsible persons accept the responsibility and accountability, delegated to them by the responsible body, and undertake to ensure adherence to, and the implementation of this policy statement and associated processes.

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1.0 **LEGAL DUTY**

This policy statement has been developed in accordance with regulations may be cited as the Education (Pupil Registration) (England) Regulations 2006 and its The Education (Pupil Registration) (England) Regulations 2006: SI 2006/1751 and as subsequent amendments made by The Education (Pupil Registration) (England) (Amendment) Regulations 2010 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

- 1.1 These regulations relate to the responsible body being required to ensure that every school shall keep an attendance and admission register.

2.0 **CONTENTS OF ADMISSION REGISTER**

The admission register for every 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:

- name in full;
- sex;
- the name and address of every person known to the responsible person 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;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school; and
- name and address of the school last attended, if any.

- 2.1 For the purposes of this regulation 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.

3.0 **CONTENTS OF ATTENDANCE REGISTER**

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:
- (i) present;
 - (ii) absent;
 - (iii) attending an approved educational activity, or
 - (iv) unable to attend due to exceptional circumstances;
 - (v) in the case of any such pupil of compulsory school age who is absent, a statement whether or not his absence is authorised;
- b) in the case of any such pupil of compulsory school age who is attending an approved educational activity the nature of that activity; and
- c) in the case of any pupil unable to attend due to exceptional circumstances, the nature of those circumstances:

- 3.1 Pupil absence shall be treated as authorised for the purposes of this regulation if:

- a) the pupil has been granted leave of absence in accordance; or
- b) the pupil 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 their 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.

3.2 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 regulation 13 and, as soon as practicable after the reason for the absence is established by the person with responsibility for completing the register.

4.0 **AN APPROVED EDUCATIONAL ACTIVITY**

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 responsible person of the school;
 - (ii) of an educational nature, including work experience and a sporting activity; and
 - (iii) supervised by a person authorised in that behalf by the responsible or responsible person of the school; or
- b) attendance at another school at which the pupil is a registered pupil.

5.0 **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 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.

6.0 **DELETING A PUPIL'S NAME FROM THE ATTENDANCE REGISTER**

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.

7.0 **DELETING A PUPIL'S NAME FROM THE ADMISSION REGISTER**

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 responsible body that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) 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 sub-paragraph under regulation 9 of the legislation, that he has ceased to attend the school and the responsible 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 responsible body/person has received written notification from the parent that the pupil is receiving education otherwise than at school;
- e) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday, 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 responsible body/person 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 responsible body and responsible person have failed, after reasonable enquiry, to ascertain where the pupil is;
- f) 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;
- g) 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 responsible body/person;
 - (ii) the responsible body/person 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 responsible body/person and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
- h) 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 responsible body/person does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;
- i) that the pupil has died;
- j) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;
- k) that he has been permanently excluded from the school; or
- l) 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.

7.1 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 the school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

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 responsible body/person;
 - (ii) the responsible body/person 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 responsible body/person 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.

7.2 For the purposes of this policy:

- 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 one of the responsible body's schools does not take effect until the responsible body/person has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the Education Act 1996 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.

8.0 DUAL REGISTRATION OF CHILDREN WITH NO FIXED ABODE

This section of the policy 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.

8.1 The name of a pupil to whom this regulation applies shall not be deleted from that pupil's school of ordinary attendance.

8.2 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.

8.3 In any case in which two or more schools fulfil the definition of a school of ordinary attendance in paragraph (3), paragraph (2) applies only in respect of the school which fulfils the definition most recently.

9.0 INSPECTION OF REGISTERS

A school's admission register and the attendance register shall be available for inspection during school hours by any of Her Majesty's Inspectors of Schools and any additional inspector assisting the Chief Inspector.

9.1 The persons authorised to inspect the admission register and attendance register of the responsible body's school shall be permitted to make extracts from those registers for the purposes of their functions under the Education Acts.

10.0 MAKING ENTRIES IN THE ADMISSION REGISTER OR ATTENDANCE REGISTER

Entries in an admission register or attendance register shall be made in ink. 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.

11.0 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.

12.0 USE OF COMPUTERS

The responsible body may choose to keep an admission or attendance register by means of a computer. In choosing to keep electronic admission or attendance registers an additional back-up copy of the admission register and the attendance register must be made not less than once a month in the form of an electronic, micro-fiche or printed copy.

12.1 The requirements of the policy in respect of "Extracts from Registers" and "Returns" 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.

12.2 The requirements of the policy in respect of "Method of Making Entries" 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.

12.3 The requirements of the policy in respect of Preservation of registers shall not be treated as satisfied unless each additional back-up copy of the admissions register and the attendance register made relating to a particular school year is retained for a period of three years after the end of that school year.

- 12.4 A print of a register produced by means of a computer shall for the purposes of this policy be taken to be made in ink.
- 12.5 The provisions of this section of the policy are without prejudice to the requirements of the Data Protection Act 1998 and 2018 update.

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