

# Admissions & Attendance Registers

Christ the King RC Primary School



We believe we conform with The Education (Pupil Registration) Regulations 2006 that govern the admissions and attendance registers that we must keep. We fully understand that an admission register must be kept by law and that pupil attendance must be recorded.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## **Aims**

- To comply with The Education (Pupil Registration) Regulations 2006.
- To work with other schools to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

## **Role of the Governing Body**

The Governing Body has:

- appointed a Business Administrator who will be responsible for first day contact and the day to day management of the attendance system;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the School Business Manager and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## **Role of the Headteacher**

The Headteacher will:

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

## **Role of the School Business Manager and Business Administrator**

Personnel will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

## **Admission Register**

- The admission register contains an alphabetical index of all the pupils in the school.
- All entries will be made in ink.
- The following will be recorded for each pupil:
  - pupil's full name;
  - sex;
  - parent's name and address;
  - the name of the person who has custody of the child;
  - emergency contact numbers of the parent/carer;
  - admission date;
  - name and address of the last school attended.

- Pupils will be entered on the admission register on the first day that we expect them to attend.

## **Attendance Registers**

- We believe that attendance registers are important for:
  - effective attendance management;
  - providing evidence in the event of prosecution of parents under the Education Act 1996.
- We have in place a computerised attendance register system.
- Entries will be taken twice a day.
- All absences will be recorded as either authorised or unauthorised.
- If we have given approval for a pupil to be away then the absence will be recorded as authorised.
- The only time when a register will not be taken is when the school has had to close due to:
  - in-service training;
  - severe weather conditions;
  - structural damage;
  - fire.

## **Inspection of Admission and Attendance Registers**

- The admission register and all attendance registers are available at all times for inspection by:
  - HM Inspectors;
  - Ofsted / Estyn Inspectors;
  - Education Welfare Officers.

## **Publication of Admission and Attendance Information**

- Every year we publish in the Annual Report to Parents the following information about attendance:
  - total number of pupils on the roll for at least one session;
  - percentage of sessions missed through authorised absence;
  - percentage of sessions missed through unauthorised absence.

## **Preservation of Registers**

- It has been decided that the admission register will be retained indefinitely.
- All attendance registers will be retained for a minimum of three years.

## **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- ensure that the attendance register will be taken at the beginning of the morning and afternoon sessions;
- bring to the attention of the School Business Manager any irregularities in pupil attendance;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## **Role of Pupils**

Pupils will:

- maintain good attendance throughout the year;
- ensure their parents report their absence to school;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

## **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body.

## **Role of Parents**

Parents will:

- be made aware of this policy;
- be asked to take part periodic surveys conducted by the school;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- have holidays in term time and authorised by school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus;
- the school website;
- the Staff Handbook;
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- school events;
- meetings with school personnel;
- reports such as annual report to parents and Headteacher reports to the Governing Body;
- information displays in the main school entrance.

## **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

## **Linked Policies**

- Home-School Agreement
- Attendance & Truancy