

# Lockington CE VC Primary School



## Register of Pupils Admission to the School

Effective Date:	2017, 2020 (V2), 2023 (V3)
Date Reviewed:	Autumn 2023
Date Due for Review:	Autumn 2026
Contact:	Julie Cattle
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Approved By:	Governing Body

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### **1. Aims**

Our school provides high quality education and a productive learning environment for all pupils that attend. We aim to inspire pupils and help them reach their full potential and prepare for future life. To do this, pupils must attend school every day and be punctual, this is both the responsibility of the parent/carers. This document aims to explain attendance registers, authorised and unauthorised absences and the statutory duties placed on schools.

### **2. Statutory Duties**

The school has various duties which arise from the following pieces of legislation and regulations:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

### **3. Content of Registers**

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school. The register must include the following things:

- Name in full and preferred name.
- Sex.
- The name and address of every person known to be the parent of the student and, the particulars of any parent with whom the student normally resides 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/academy.
- Name and address of the school last attended.

### **Expected First Day of Attendance**

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

### **Deletions from the Admission Register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

### **Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the

amendment was made; and the name and position of the person who made the amendment.

#### **Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

#### **4. Absences**

Pupils can be absent from school for a number of reasons, either illness, medical appointments or for religious holidays. All absences should be recorded appropriately by the classroom teacher or the school office and reported to the school office by the parent/carer of the pupil, as soon as is reasonably possible.

We do not encourage any appointments to be made during the school day, as this takes away valuable learning time for the pupil. However we do recognise that pupils with medical conditions and SEND pupils may require time off school for appointments that can't be made at any other time. If a pupil is in circumstances that does affect their regular attendance, we encourage parents/carers to inform the classroom teacher and the school office. This is so we can provide resources and teaching around absences so pupils do not fall behind with the curriculum.

#### **Authorised Absences**

- Sickness – however the school must be informed by the parent/carer on the day of the absence before it can be authorised.
- Doctors/Hospital appointments – we encourage parents to notify the school before the absence and we may ask for an appointment slip as proof of why the pupil was absent.
- Visit days – some pupils in year 6 are invited to visit days for the high school they apply for. As long as the school has notification of this, it will be an authorised absence

#### **Unauthorised Absences**

- Sickness – where no reason is provided or the parent/carer does not inform the school that this is the reason the pupil is absent.
- Family holidays in term time – parents may be fined for the local authority for this. The regulations now state that head teachers may only grant any leave of absence during term time if there are exceptional circumstances.
- Time off for birthdays or other celebrations.

#### **5. Lateness**

It is important that pupils have the right start to the day and arrive on time to lessons. The opening times of the school gates are listed on the website for each year group, any pupil that arrives after these times must report to the school office. We will use the 'late' code in the register to record lateness. Persistent lateness will be flagged up to a member of the leadership team and they will investigate further into this. If this continues, we may invite the parents/carers into the school for a meeting. We take persistent absences and lateness very seriously as we believe pupils are missing out on crucial learning time.


## 6. Approval and review


This policy will be reviewed every three years and will be reviewed in the light of any statutory or advisory changes.

Person responsible: Headteacher

Date approved by full Governing Body: 28.02.2024

Date for next review: Autumn 2026

Signed:  (Headteacher) Date: 28.02.2024

Signed:  (Chair of Governors) Date: 28.02.2024