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Pupils' Admission & Attendance Register Policy

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Equality Impact					
Statement	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.</p>				
Screening	<p>This document has been screened by the Equality Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Low</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> High</p>				



1. Purpose

- 1.1. All schools are required to keep an admissions and an attendance register. The requirement to hold a pupil admission register is set out in The Education (Pupil Registration) (England) Regulations 2006,
- 1.2. Part 3 of The Education Act 2002
- 1.3. Part 7 of The Education and Inspections Act 2006
- 1.4. The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- 1.5. The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- 1.6. This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2. Scope of Policy

- 2.1. This policy applies to Hollinwood Academy. It details what information must be obtained for the admissions register and how and where the data should be entered and stored.

3. Reason for Review

- 3.1. This policy was reviewed as part of a Group audit.

4. Aim(s)

- 4.1. To ensure that that schools within our MAT are compliant with admissions requirements and that staff who deal directly with admissions understand the importance of accurate information that is required.
- 4.2. We are committed to meeting our obligations with regards to school attendance by:
 - Promoting good attendance and reducing absence, including persistent absence
 - Ensuring every pupil has access to full-time education to which they are entitled
 - Acting early to address patterns of absence
 - We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons

5. Procedures and practice

- 5.1. At Hollinwood Academy the admissions register and the attendance register are computerised.
- 5.2. An additional back-up copy of the admission register and the attendance register will be made at least once per month in the form of an electronic copy.
- 5.3. Where a correction is made to an original entry in a computerised register, prints of the register made after the correction must clearly distinguish between the original entry and the correction.
- 5.4. An additional annual back-up copy of the admissions register and the attendance register will be made relating to a particular school year and this will be retained for a period of three years after the end of that school year.
- 5.5. **Contents of the admissions register**
 - 5.5.1. Every pupil in each school must be included on the admission register as well as the attendance register. Even one session of attendance



requires a child to be on both registers (unless they are on a temporary visit from abroad or on an educational visit).

- 5.5.2. There must be no trial admissions.
- 5.5.3. The admission register must contain an index in alphabetical order and the following information:
 - 5.5.3.1. the pupil's full name
 - 5.5.3.2. the pupil's gender
 - 5.5.3.3. the name and address of every person known to be a parent of the pupil (this should include those with parental responsibility who live at a different address). These people are entitled to have access to pupil records, receive reports, vote in Governing Body elections etc. Against the particulars of any parent with whom the pupil normally resides there should be an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency
 - 5.5.3.4. the day, month and year of the pupil's birth
 - 5.5.3.5. the day, month and year of the pupil's admission or re-admission to the school
 - 5.5.3.6. the name and address of any previous school attended by the pupil

5.6. **Contents of Attendance Register**

- 5.6.1. The following particulars must be recorded in the attendance register at the commencement of each morning session and once during each afternoon session:
 - 5.6.1.1. in the case of every pupil whose name is entered in and not deleted from the admission register whether the pupil is:
 - a) present;
 - b) absent;
 - c) attending an approved educational activity within paragraph (4); or
 - d) unable to attend due to exceptional circumstances within paragraph (5);
 - 5.6.1.2. in the case of any such pupil of compulsory school age who is absent, a statement whether or not the absence is authorised;
 - 5.6.1.3. in the case of any such pupil of compulsory school age who is attending an approved educational activity the nature of that activity; and
 - 5.6.1.4. in the case of any pupil unable to attend due to exceptional circumstances, the nature of those circumstances;
 - 5.6.1.5. in the case of a pupil who is not a boarder, the absence shall be treated as authorised for the purposes of this regulation if:



- 5.6.1.6. the pupil has been granted leave of absence in accordance with regulations
- 5.6.1.7. the pupil is unable to attend:
- a) by reason of sickness or unavoidable cause;
 - b) on a day exclusively set apart for religious observance by the religious body to which their parent belongs; or
 - c) 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 their transport to and from the school, or for boarding accommodation for the pupil at or near the school or for enabling the pupil to become a registered pupil at a school nearer their home.
- 5.6.2. 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.
- 5.6.3. An approved educational activity is either:
- 5.6.3.1. an activity which takes place outside the school premises and which is approved by a person authorised in that behalf by the proprietor of the school;
 - 5.6.3.2. of an educational nature, including work experience under section 560 of the Education Act 1996(1) and a sporting activity; and
 - 5.6.3.3. supervised by a person authorised in that behalf by the school or the headteacher of the school; or
 - 5.6.3.4. attendance at another school at which the pupil is a registered pupil.
- 5.6.4. The exceptional circumstances in which a pupil may be marked as unable to attend are where:
- 5.6.4.1. the school site, or part of it, is closed due to unavoidable cause at a time when pupils are due to attend; or
 - 5.6.4.2. 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.
- 5.6.5. 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 in accordance with regulation 8.

5.7. Deleting pupils



- 5.7.1. Circumstances in which a pupil should be deleted from the admission register are as follows:
- 5.7.1.1. when the pupil has been registered at another school. This may not take place until registration at the new school has taken place and must not occur as a result of a parent merely expressing an intention.
 - 5.7.1.2. when the pupil has attained statutory school leaving age and ceases to attend.
 - 5.7.1.3. where the pupil has been admitted to the school to receive nursery education and does not transfer to the reception class of that school.
 - 5.7.1.4. when a pupil has ceased to attend the school and the school has received written notification from the parent that the pupil is receiving education otherwise than at the school.
 - 5.7.1.5. when a pupil has ceased to attend and is no longer ordinarily resident within a reasonable distance from the school, the pupil's name may be deleted following a decision by the Local Authority. It must be established that the pupil has moved away.
 - 5.7.1.6. when a pupil has been continuously absent for four weeks or more and both the school and the Local Authority have failed to locate the pupil at their last known address.
 - 5.7.1.7. when a pupil who has been granted extended leave of absence for the purposes of a holiday and fails to return to school within ten days of the expiry of that grant of leave (unless for reasons of sickness or unavoidable cause) the school should seek further guidance from the Local Authority with a view to deleting the pupil's name from the admissions register.
 - 5.7.1.8. a pupil's name may be deleted if it is certified by the Local Authority's School Medical Officer that the pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
 - 5.7.1.9. when a pupil has been continuously absent for not less than four weeks and is detained by a court order.
 - 5.7.1.10. when a pupil dies
- 5.8. A pupil's name **must not be deleted** from the admission register in the following circumstances:
- 5.8.1. to avoid exclusion procedures.



- 5.8.2. if the pupil is registered at the school in accordance with the requirements of a School Attendance Order, unless that order is revoked by the Local Authority.
- 5.8.3. a pupil's name may only be deleted from the attendance register when that pupil's name has been deleted from the admission register.
- 5.9. **Exclusion**
- 5.9.1. In the case of a permanent exclusion, the pupil remains on the roll of the school until:
- 5.9.1.1. the appeals period has elapsed and no appeal has been made; or
 - 5.9.1.2. the parent has stated in writing that no appeal will be made; or
 - 5.9.1.3. an appeal made within the time limit has been determined and the exclusion decision upheld.
- 5.10. **Children of Traveller Families**
- 5.10.1. The duty of the Local Authority to ensure that children of statutory school age receive a suitable full-time education extends to all children residing in their area, whether permanent or temporary. The duty therefore embraces Traveller children including Gypsies.
- 5.10.2. Children who are more or less permanently resident in the catchment area of a school, only travelling seasonally or occasionally, should not be removed from the admission register when they leave to travel.
- 5.10.3. Children who are in the area for short periods of time and who regularly move around should be removed from the register if continued attendance at a particular school becomes impractical, unless they move only a short distance and can continue attendance at the same school.
- 5.10.4. The above is subject to parental preference being expressed or if the parent asks the school or the Local Authority not to remove the child's name from the register.
- 5.11. **Dual Registration**
- 5.11.1. Where a pupil is registered at a pupil referral unit (or at another unit agreed by the Local Authority, including hospital tuition) the name of the pupil shall not be removed from the school's admission register without the consent of the Local Authority.
- 5.12. **Registration of Re-sit Pupils**
- 5.12.1. When a pupil of statutory school age has ceased to attend school they should be removed from the admissions and attendance registers. If it is intended that these pupils are to re-sit examinations without further attendance they should be removed from the register and entered as external candidates. It is for the school to decide whether to fund the examination entry or to ask parents or pupils to pay re-sit fees.



- 5.12.2. Pupils may only be retained on the admissions register if they are actually attending re-sit classes at the school.

5.13. Inspection of Registers

- 5.13.1. Officers of the Local Authority may inspect admission and attendance registers.
- 5.13.2. The admission register and the attendance register of every school shall be available for inspection during school hours by:
- 5.13.2.1. any of Her Majesty's Inspectors of Schools in England appointed under section 1(2) of the Education Act 2005(1)
 - 5.13.2.2. any additional inspector assisting the Chief Inspector in accordance with paragraph 2(1) of Schedule 1 to that Act; and
 - 5.13.2.3. in the case of a school maintained by a local education authority, any officer of the local education authority authorised for that purpose.
- 5.13.3. Persons authorised to inspect the admission and attendance registers shall be permitted to make extracts from the registers.
- 5.13.4. Schools will be requested from time to time to make returns based on entries in the admission or attendance registers.

5.14. Retention of Registers

- 5.14.1. Computerised registers must be printed and retained in a single volume for each year and those volumes retained in accordance with the regulations.
- 5.14.2. 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.
- 5.14.3. The Records Management Society's guidance suggests that attendance registers should be shredded after a retention period of three years from the date of last entry. However, schools should consider circumstances where records may be required as evidence in defending insurance or legal claims such as those alleging failure to provide education appropriate to needs

5.15. This guidance is without prejudice to the requirements of the Data Protection Act 1998 and UK GDPR regulations.

- 5.16. If the guidance in this document is not followed the Local Authority may withhold pupil-led funding.

6. Legal Sanctions



- 6.1 The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- 6.2 If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days.
- 6.3 The payment must be made directly to the local authority. Penalty notices can be issued by a headteacher, local authority officer or the police
- 6.4 The decision on whether or not to issue a penalty notice may take into account:
- 6.5 The number of unauthorised absences occurring within a rolling academic year
- 6.6 One-off instances of irregular attendance, such as holidays taken in term time without permission
- 6.7 Where an excluded pupil is found in a public place during school hours without a justifiable reason
- 6.8 If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice

7. Other useful documents

- 7.1 This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
 - 7.2 Part 6 of The Education Act 1996
 - 7.3 Part 3 of The Education Act 2002
 - 7.4 Part 7 of The Education and Inspections Act 2006
 - 7.5 The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
 - 7.6 The Education (Penalty Notices) (England) (Amendment) Regulations 2013
 - 7.7 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Monitoring

This policy will be monitored through the MAT's accountability framework.



Types of Absence

1. Unplanned medical absence

- 1.1 We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- 1.2 If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- 1.3 If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

2. Planned absence

- 2.1 Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. This should be evidenced in a copy of the appointment booking. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

3. Lateness and punctuality

- 3.1 It is imperative that all pupils arrived on time to ensure they can take part in lesson input to give them core information for the day of learning ahead. The School day begins at 9.00am
- 3.2 Registration closes at: 9.15am
- 3.3 Any child who arrives between 9.15-9.30am will be coded as L
- 3.4 Any child who arrives after 9.30am will be coded as U

4. Term time absence

- 4.1 All absence that is not classed as one of the above will be classed as a term time absence e.g. holiday, family bereavement. These absences will be classed as unauthorised unless granted for exceptional circumstances such as:
- 4.2 Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, but not usually for extended leave.
- 4.3 A family holidays where the welfare of the child is deemed by the head teacher to necessitate a break out of peak holiday times and for no longer than 1 week.
- 4.4 • Absences for important religious observances are often taken into account for the ceremony and travelling time, but not for extended leave. This is intended for one off situations rather than regular or recurring events.
- 4.5 • Absences to visit family members are not normally granted during term time if they could be scheduled for holiday periods or outside school hours. Children may however need time to visit seriously ill relatives and the school will authorise compassionate leave, up to a maximum of three days.
- 4.6 • Failure by local Authority to provide transport

5. Persistent absences

- 5.1 Persistent unauthorised absence (10% or more of the school year) may be a cause for concern and may result in a referral to the Local Authority School Liaison Officer. In some cases the School Liaison Officer may even consider prosecution.
- 5.2 The school will follow procedures prior to referral and parents will be notified in writing.

6. Children Missing in Education



- 6.1** It is important that no child should be removed from the school roll without consultation between the Newbridge Multi Academy Trust, Head Teacher of the Academy, School Attendance Officer and the Inclusion and Attendance Service when appropriate
- 6.2** Where a child is missing from education, Local Authority Guidance will be followed, by complete
- 6.3** a Child Missing Education referral for the following circumstances:
- a) If the whereabouts of the child is unknown and the school have failed to located him/her
 - b) The family has notified the school that they are leaving the area but no Common Transfer Form or Pupil file has been requested by another school.



Standard coding used to record absences

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment



R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

