

Admissions & Attendance Registers

Date	Review Date	Coordinator	Nominated Governor
September 2018	September 2019	K Watson	

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

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 an Office Manager and a First Day Contact person who will be responsible for 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;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the Office 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.

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Role of the Office Manager and First Day Contact

The Office Manager and First Day Contact 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 electronic admission register on SIMs contains an alphabetical index of all the pupils in the school.
- The following will be recorded for each pupil:
 - Pupil's full name
 - Gender
 - 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.
- We adhere to Government guidelines and do not authorise any exceptional leave.
- The only time when a register will not be taken is when the school has had to close due to unforeseen circumstances such as:
 - Training days
 - Severe weather conditions
 - Structural damage
 - Fire

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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 school prospectus and the Annual Report to Parents the following information about attendance:
 - The total number of pupils on the roll for at least one session
 - The percentage of sessions missed through authorised absence
 - The percentage of sessions missed through unauthorised absence

Preservation of Registers

- It has been decided that the admission register will be retained indefinitely electronically.
- 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 office manager any irregularities in pupil attendance;
- 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;
- Take part in questionnaires and surveys

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;
- Not have holidays in term time;
- Understand that no exceptional leave can be authorised

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- 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

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 guide lines concerning equal opportunities.

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.

Linked Policies

▪ Home-School Agreement	▪ Attendance & Truancy
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Headteacher:	K Thapar	Date:	September 2018
Chair of Governing Body:	H Rahanu	Date:	September 2018