



Blue Gate Fields Junior School

Admissions and Attendance Registers Policy

Policy details:

Date of policy: July 2016
Last updated: March 2022
Date of next review: March 2025

Person (s) responsible for implementation and monitoring:

Sian Acreman (Head Teacher)

Signature (Chair of governors)

Signature (Head teacher)

Date:

We fully understand that an admission register must be kept by law and that pupil attendance must be recorded.

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 an Office Manager and a Home School Worker 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;
- 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;;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Head teacher

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 Office Manager and Home School Worker

The Office Manager and Home School Worker will:

- lead the development of this policy throughout the school;
- work closely with the Head teacher and the governing body;
- 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

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 computerized attendance register system.
- Entries will be taken twice a day.
- All absences will be recorded as either authorised or unauthorized.
- 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.

Removal of a child from the school roll

A school can only remove a child's name from the school roll in particular circumstances, as set out in **Regulation 8 of Education (Pupil Registration) (England) Regulations 2006**.

The school has to inform the Local Authority under **Regulation 12(3) Education (Pupil Registration) (England) Regulations 2006** of any pupil who is going to be removed from the admissions register where:

- the child will be home educated;
- the child has moved away and no longer attends school;
- the child has a medical condition and is certified as unlikely to be in a fit state of health to attend school;
- the child is in custody for more than 4 months and it is not reasonably believed he/she will return to school;
- the child has been permanently excluded.

At Blue Gate Fields Junior School, we do not remove children from the school roll until it has been confirmed that they are attending another school. Where there is uncertainty about where a child is, telephone calls are made to the child's parents and to the emergency contacts. If this fails to elicit a response a home visit is carried out. If it appears that the family no longer lives at that address and we

continue to be unable to make contact a referral is made to the Missing Children Register and Tower Hamlets Education Safeguarding Service is informed.

Inspection of Admission and Attendance Registers

- The admission registers and all attendance registers are available at all times for inspection by:
 - HM Inspectors
 - Ofsted Inspectors
 - Attendance and Welfare Advisors

Preservation of Register

- 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;
- 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;

Role of Parents

Parents will:

- be made aware of this policy;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- not have holidays in term time;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body

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.

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)