



**BOOTHVILLE
PRIMARY SCHOOL**

Admissions and Attendance Registers Policy

Admissions & Attendance Registers

Date	Review Date
September 2016	September 2019

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.

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.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed an Pupil Systems 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;
- 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 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;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Role of the Office Staff and First Day Contact

The Office Staff and First Day Contact will:

- work closely with the Headteacher;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- keep up to date with new developments and resources;
- review and monitor;

Admission Register

- The admission register contains an alphabetical index of all the pupils in the school.
- All entries will be made using SIMS
- 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 (if applicable)
 - Information regarding FSM, SEN, EAL, Ethnicity will also be entered
- 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
 - Education Entitlement Officers

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 Head Teacher or senior member of staff any irregularities in pupil attendance;

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 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;

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
- 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
- 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 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.

Headteacher:		Date:	
Chair of Governing Body:		Date:	

Boothville Primary School

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups																											Conclusion	
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
Does or could this policy have a negative impact on any of the following?		✓			✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

Boothville Primary School

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				