

**The Governing Body of Denstone College understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.**

## Admissions and Attendance Registers Policy

### Admissions Registers

Denstone College recognises that the admissions register is subject to the Education (Pupil registration) (England) Regulations 2006 and this policy is written in accordance to *Children Missing Education* (September 2016) and *Keeping Children Safe in Education (2018)*. In line with this the admissions register of Denstone College includes the following information about pupils:

- Name in full
- Sex
- Name and address of every person known to the College to be a parent of the pupil and/or guardian. This will include an indication of which parent/guardian with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989. It is worth noting that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the College in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies the College that their child will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the College to ascertain it, will be given.
- At least one telephone number at which the parent and/ or guardian can be contacted in an emergency and more than one emergency number for the pupil.
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of previous school, if any
- Indication of boarding or day status
- Name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

### **Procedure**

At Denstone College HM Office is responsible for maintaining the admissions register. This is done using iSAMS. All entries are made electronically and the register can be printed. It is stored

electronically. Within iSAMS the original and amended entries are tracked as well as the name of the person making an amendment.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which the school has agreed, or been notified, that the pupil will attend the school. For most pupils this will be the first day of the school year
- The College will inform the local authority where a pupil's name is going to be added or deleted to/from the admissions register at non-standard transitions (when a compulsory school-aged child joins the College after the beginning of the College's first year, or leaves before completing the final year of school.)
- The College will notify the Local Authority of any non-standard admissions within five days of the entry on the admissions register.
- Deletions from the admissions register are regulated. There are 15 official separate grounds for removing a pupil, though not all are relevant to the College (see Appendix A for further details of 12 of these). These are in addition to the terms and conditions of the College's school/parent contract. The College recognises its duty to inform the Local Authority as soon as grounds for deletion are met and in any event before deleting the child's name.
- The College will provide information to the local authority for standard transitions as requested.
- It is recognised that children missing education may pose a safeguarding issue, especially if leaving the College with no known destination.
- It is recognised that whilst the College has a right to delete a pupil for non-return within 10 school days after authorised absence of 10 school days or more, or after 20 school days unauthorised absence (in both cases in the absence of illness or other unavoidable cause), this can only be enacted after the College and the Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed to ascertain them.
- The admissions register can be printed out if required

### **Attendance Registers**

For the welfare, health and safety and educational benefit of all pupils, Denstone College registers pupils in all years, including Sixth Form. Denstone College requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006.

This policy applies to all members of our school community, including those in the Sixth Form. It is thus relevant to all day and boarding pupils.

First and Second registration occur for all pupils, recording all absences and whether or not they are authorised. A variety of codes are used on the register that indicate whether a pupil is present or absent (and for what reason). These records are accessible to staff through iSAMS, by checking House registers in the Staff Common Room (SCR) or by checking the absence lists in the SCR published twice daily. Reception staff follow up any day pupil's unauthorised absence by

telephoning a pupil's home on the morning of the absence. Heads of School/Moss Moor should be informed of any boarding pupils missing these registrations.

Staff should register attendance in each of their lessons and games/activities using iSAMS or SOCS respectively. Any absence should be followed up, using the methods above or directly with Heads of House or Heads of School/Moss Moor. Staff may contact reception staff, the staff secretary and the medical centre by telephone from their departments. Any unaccounted for absence from a lesson must be followed up with Heads of House (day pupils) or Heads of School (boarders) as soon as is practically possible and preferably immediately on the same day. If an absent pupil has a known "potentially dangerous medical condition" signified by a red flag on their record shown on iSAMS, the member of staff should alert the Reception Staff in the Lodge to initiate a search immediately using the "Alert" function on the register.

For repeated or sustained absence, it is recognised that a pupil going missing from education is a potential indicator of abuse or neglect (see the Safeguarding Policy for further guidance). The Deputy Head Pastoral will review the attendance register on at least a half termly basis in order to ascertain whether there are any patterns of children missing education on a repeat basis and/or for extended periods. These will then be followed up and reported to the Local Authority as necessary (this will include pupils who regularly fails to attend school and/or absence from school for a period of 10 continuous school days or more without the College's permission) .

#### **Back-up Storage of Both Admissions and Attendance Registers**

The IT support department is responsible for ensuring back-up procedures are followed.

The whole iSAMS database including the admissions and attendance registers is backed up through 4 different methods to 4 different places including separate buildings and off-site venues. The register is backed up daily and further back-ups are made 4 times a week, every 2 weeks and another every month. Attendance and admissions registers are retained for at least three years after the end of the school year in question.

**Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended in 2016 and as relevant to Denstone College.**

1. The pupil has been registered as a pupil at another school, except in cases where it has been agreed by the College that the pupil should be registered at more than one school.
2. Where a pupil is registered at more than one school, and in a case not including death or permanent exclusion, that the pupil has ceased to attend the school and the proprietor of any other school at which the pupil is registered has given consent to the deletion.
3. The pupil has ceased to attend the College and the College has received written notification from the parent that the pupil is receiving education otherwise than at school.
4. In the case of a pupil granted leave of absence, that — (i) the pupil has failed to attend the College within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the College does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the College and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
5. The pupil is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the pupil nor the pupil's parent has indicated to the College the intention to continue to attend the College after ceasing to be of compulsory school age.
6. The pupil has been continuously absent from the College for a period of not less than twenty school days and —(i) at no time was the pupil's absence during that period authorised by the College; (ii) the College does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the College and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7. The pupil is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the College does not have reasonable grounds to believe that the pupil will return to the College at the end of that period.
8. The pupil has died.
9. The pupil will cease to be of compulsory school age before the College next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the College's sixth form.
10. The pupil has ceased to be a pupil of the school.
11. The pupil has been permanently excluded from the College.
12. Where charges remain unpaid by the pupil's parent at the end of the school term to which they relate.