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# OVERSTONE PARK SCHOOL

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## Admissions & Attendance Registers Policy



AUGUST 2016  
OVERSTONE PARK SCHOOL  
Overstone Park, Northampton, NN6 0DT

## Admissions & Attendance Registers

Date	Review Date	Coordinator	Nominated Governor
<b>August 2016</b>	<b>December 2016</b>	<b>Mrs M Brown Mr M Partington Mrs R Wakefield Mrs D York Mrs T James</b>	<b>Nomination process in progress.</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Data Protection Act 1998
- School Standards and Framework Act 1998
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2010
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Education (Pupil Registration) (Amendment) (England) Regulations 2013

The following documentation is also related to this policy:

- School Attendance (DfE)

We believe we conform with current legal regulations that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and includes the 'personal details of every pupil in the school, the date of admission or re-admission, information regarding parents/carers and details of the school attended'; and that pupil attendance must be recorded.

We have a duty to ensure all pupils attend school regularly in order for them to fulfil their potential as we believe that children with poor attendance will achieve less.

We believe attendance registers are important for effective attendance management and providing evidence in the event of prosecution of parents under the Education Act 1996.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

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.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To comply with current regulations that govern the admissions and attendances registers that we must keep.
- To work with other schools to share and the local authority (LA) good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Governing Body (Proprietors)

The Governing Body (Proprietors) 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 Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility to:
  - ensure every child has access to full-time education
  - inform parents of their legal duty to ensure that their children of compulsory school age attend school regularly
  - promote good attendance, reduce absence and persistent absence
  - monitor patterns of absence and to respond accordingly to rectify any problems
  - enter pupils on the admission register and attendance register from the beginning of the first day on which they start school
  - inform the local authority of any pupil who is going to be deleted from the admission register
- 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;
- make effective use of relevant research and information to improve 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;
- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body

- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Principal, Office Manager and the First Day Contact person;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Principal**

The Principal 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;
- make effective use of relevant research and information to improve this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **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 Principal and the nominated governor;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- follow up all absences to:
  - ascertain the reason;
  - ensure the pupil is safe;
  - identify is authorised or not;
  - ascertain the correct code to use
- 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 admission register must:
  - contains an alphabetical index of all the pupils in the school;
  - register a pupil on the first day that we expect them to attend;
  - make all entries in ink;
  - record the following information 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

## Attendance Registers

- We have in place a manual attendance register system that:
  - records pupil attendance at the start of the morning session and the start of the afternoon session
  - records all authorised or unauthorised absences
- Attendance will not be taken 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
  - Ofsted
  - Education Welfare 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 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;
- liaise with the school council;
- take part in questionnaires and surveys.

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

### **Role of Parents**

Parents will:

- be made aware of this policy;
- ensure that their child of compulsory school age receives suitable full-time education;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- have holidays in term time and authorised by school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- be asked to take part periodic surveys conducted by 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
- 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 Principal reports to the Governing Body
- information displays in the main school entrance

## **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Attendance & Truancy
  - Home-School Agreement
  - Admissions
  - Data Protection
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

## **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 Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal 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.

## Linked Policies

▪ Admissions	▪ Attendance and Truancy
▪ Data Protection	▪ Home-School Agreement

## Appendices

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Principal:</b>	Mrs M F Brown	<b>Date:</b>	21st August 2016
<b>Chair of Governing Body:</b>	Nomination Process in Progress.	<b>Date:</b>	