



Register of Pupils' Admissions to School: Policy

2020 - 2023

Policy Author: Helen Taylor, Deputy Headteacher

Date written: November 2020

Date agreed by Management Board: November 2020

To be reviewed by: November 2023

PRINCIPLES

The requirement to hold a pupil admission register is set out in The Education (Pupil Registration) (England) Regulations 2006. This requirement also applies to PRUs. <http://www.legislation.gov.uk/ukxi/2006/1751/regulation/5/made>

HHTS keeps an admission register within their CAMHS Campus School building. This will be available upon request by an OFSTED inspector, as per regulation 10 of the pupil registration regulations.

The Hospital and Home Tuition Service utilises a secure, password protected online registration system; Schoolpod <http://schoolpod.co.uk>. Upon request, a report can be created and printed detailing all of the required pupil registration information.

This complies with Regulation 15 of the pupil registration regulations, which states that the register can be digitised and kept by means of a computer, provided that:

- A back-up copy is made at least once a month in the form of an electronic, micro-fiche or printed copy
- Inspectors are allowed access to the electronic register and back-up copy
- Any amendments, their dates and the reasons for them are made clear
- Back-up copies are retained for a period of three years after the end of the school year to which they relate

Monthly back-up copies are made and stored.

If the register is printed, any entries will be made in ink.

In relation to every amendment made the admission register and the attendance register shall include —

- A. the original entry;
- B. the amended entry;
- C. the reason for the amendment;
- D. the date on which the amendment was made; and e. the name or title of the person who made the amendment.

Every entry in an admission register or attendance register shall be preserved for a period of three years after the date on which the entry was made.

It needs to be noted that, as a Medical Pupil Referral Unit (Springfield), Home Tuition service and Hospital School (St. George's Classroom, HHTS admissions register will be subject to continuous flux and will be updated daily to reflect the cohort currently attending.

A large proportion of students are dual-registered with their home school.

CONTENTS OF ADMISSION REGISTER

The required content of the register is set out in regulation 5 of The Education (Pupil Registration) (England) Regulations 2006 and page 52 of the government's statutory safeguarding guidance, Keeping Children Safe in Education.

- Full name (as per their birth certificate or official identity document)
- Sex
- The name and address of every known parent and an indication of the parent(s) with whom the child normally resides
- Emergency contact details of the parent with whom the pupil normally lives
- Day, month and year of birth
- Day, month and year of admission (or readmission) to the school
- Name and address of the school last attended, if any
- Where applicable, whether the pupil is a boarder or a day pupil

If a parent tells the school that the pupil will live with a parent at another address in the future (either as well as, or instead of, the pupil's current address), the register must include:

- The full name of the parent with whom the pupil will normally live
- The pupil's new address
- The dates from which it is expected the pupil will live there

If a parent tells the school that the pupil is also registered at another school, or will be attending another school in the future, the register must include:

- The other school's name
- The first date on which the pupil attended or is due to attend that school

For the purpose of the regulation only a pupil is a pupil at the school from the beginning of the first day on which the school has agreed. Or has been notified, that the pupil will attend the school.

This information is only required where it is reasonably practicable for the school to obtain it.

Deletions

DELETIONS FROM THE ADMISSIONS REGISTER

Refer to Regulation 8 the Education (Pupil Registration) (England) Regulations 2006

DUAL REGISTRATION OF CHILDREN WITH NO FIXED ABODE

Refer to Regulation 9 the Education (Pupil Registration) (England) Regulations 2006

Common Transfer Files

In addition to collecting details for the admission register, the school must also collect the information required for the common transfer file (CTF), if it is the first time that the pupil has attended school. The CTF is generated from data on the school's management information system.

If the pupil has previously attended another school, his or her new school should receive this information when the CTF is transferred.

Linked Policies:

Admissions