



**Wycliffe Church of England Primary School**

# **Register of Pupils Admission Policy**



Ratified by the governing body: Oct 2020

To be reviewed: Oct 2021

## **Vision Statement**

“Life in all its fullness” (John 10:10)

*Our vision is to ensure that our school family are happy and fulfilled in a creative learning environment. This will be flexible and cater to individual needs and develop a love for learning through which all members can flourish. Our priority is to nurture habits and accountability which lead to sustainable development and responsibility.*

## **School admission register**

### **DfE requirement**

Wycliffe Primary complies with the Department for Education (DfE) requirement that the governing body and school proprietors maintain an admission register. This is a live document, updated whenever a new admission is made to school.

The register is maintained and administered by the Data Officer, under the management of the Business Manager.

### **Who is included in the admission register?**

The Education (Pupil Registration) (England) Regulations 2006 (amended in 2010, 2011 and 2013) set out the requirements for the admission register.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013,  
[legislation.gov.uk](http://www.legislation.gov.uk)  
<http://www.legislation.gov.uk/uksi/2013/756/contents/made>

The Education (Pupil Registration) (England) (Amendment) Regulations 2010,  
[legislation.gov.uk](http://www.legislation.gov.uk)  
<http://www.legislation.gov.uk/uksi/2010/1725/contents/made>

The Education (Pupil Registration) (England) (Amendment) Regulations 2011,  
[legislation.gov.uk](http://www.legislation.gov.uk)  
<http://www.legislation.gov.uk/uksi/2011/1625/contents/made>

Regulation 5 covers what must be included in the register. It explains that the register must contain an index in alphabetical order of all the pupils at the school.

It explains that, in this context, a pupil is classed as 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.'

For each pupil, the register must record his/her:

- Full name
- Sex
- The name and address of every known parent and an indication of the parent(s) with whom the child normally resides
- At least one telephone number at which a parent can be contacted in an emergency
- Date of birth
- Date of admission or re-admission 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

### **Keeping the register electronically**

Wycliffe Primary maintains their register electronically within the SIMs system. In line with Regulation 15 of the act:

- A back-up copy is made at least once a month in the form of an electronic 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 that school year

### **OFSTED**

Ofsted requires nothing more than what is set out in the regulations. Regulation 10 covers inspection of registers. It says the admission register must be available for inspection during school hours by any of Her Majesty's Inspectors (HMIs), any additional inspectors and, for schools maintained by the local authority (LA), any officer of the LA authorised for that purpose.