



Admission and Attendance Register Policy

This policy applies across the whole school including the Early Years Foundation Stage (EYFS).

Admission Register

The admission register contains for each pupil:

1. Name in full.
2. Names and addresses of each person known to the School to be a parent of the pupil and an indication of the parent(s) with whom the pupil normally resides and which parent(s) hold parental responsibility, as defined by Section 3 Children's Act 1989.

Where a parent notifies the School that the pupil will normally reside at a specified other address in the future, whether in addition to or instead of the address at which the pupil currently normally resides, the admission register will show:

- i. the full name of the parent with whom the pupil will normally reside
 - ii. the specified other address
 - iii. the date from which it is expected the child will normally reside there
3. At least one telephone number at which the parent can be contacted in an emergency.
4. Day, month and year of birth.
5. Day, month and year of admission or re-admission to the School.
6. Name and address of the school last attended, if any.
7. The name of the pupil must be included in the register from the beginning of the first day in which the school has agreed, or has been notified that the boy will attend the school. For most boys, the expected first day of attendance is the first day of the school year.
8. Where a parent of a pupil notifies the School that the pupil is registered at another school or will be attending a specified other school in the future, the name of that other school and the first date on which the pupil attended or is due to attend that school.

9. Before deleting a boy's name from the admission register on the grounds that he has not returned from leave of absence exceeding ten days or is absent for 20 consecutive school days, the School and the local authority must have failed, jointly making reasonable enquiries, to ascertain where the pupil is.
10. The School will inform the local authority where the child is resident when a pupil's name is going to be deleted from the admission register (see appendix).

Attendance Register

1. For all boys the attendance register must be completed at the start of each morning session and the afternoon session. It must show whether the boy is:
 - Present;
 - Absent;
 - Attending an approved educational activity outside of school;
 - Taking authorised absence;
 - Taking unauthorised absence;
 - Unable to attend through exceptional circumstances - details of which should be provided
2. All absences are initially unauthorised until a reason has been provided for the absence and the register must be updated. This should happen as soon as possible and certainly within one week of absence.

Additionally, the School has a legal duty to report certain attendance issues to the local authority:

- 10 days of unauthorised absence other than for reasons of sickness or leave of absence;
- Failure to attend regularly;

In these circumstances the school is required to report the circumstances as soon as possible to the local authority in which the pupil lives (see appendix).

Appendix

Local Authority contacts for reporting pupil change of school

Local Authority	Contact Name	Contact Telephone Number	Contact Email Address
Northumberland	Lyall Simm	01670 624186	lyall.simm@northumberland.gov.uk
Newcastle	Jon Ord	0191 2774500	attendanceservice@newcastle.gov.uk
South Tyneside	Keith Tones Amy Corkin	0191 4247767 0191 4247706	keith.tones@southtyneside.gov.uk amy.corkin@southtyneside.gov.uk
North Tyneside	Linda Saddler	0191 6438394	linda.saddler@northtyneside.gov.uk
Durham	Margot Bland	03000 265902	margot.bland@durham.gov.uk
Gateshead	Legal Intervention Team	0191 4338758	litmigrationformsgateshead.gov.uk
Sunderland	Sandra Thompson	0191 5615615	attendanceteam@sunderland.gov.uk