



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Policy for Pupil Registration

Introduction

The contents and maintenance of the school registers is governed by the Education (Pupil Registration) (England) Regulations 2006 (Statutory Instrument 2006/1751.) The regulations took effect on 1 September 2006.

All schools must follow the regulations on the registers that must be kept including the maintained sector, independent schools, Academies, pupil referral units and special schools.

All children and young people (both of compulsory and non-compulsory school age) who are receiving an education at the school during the normal school day must be placed on both the admissions register and the attendance register.

Admissions Register

The Admissions Register records valuable information about pupils at the school, including emergency contact details. The details that must be recorded in the Admissions Register are outlined below. It does not include details about the pupils' attendance, or the subjects that they are studying or other pupil information.

Pupils' Information

Schools must record the details of every pupil at the school in the admissions register. This includes pupils who are attending the school on a temporary basis e.g. travellers' children, children who are accessing facilities not available at their normal school and "guest pupils".

The register must include the following information for every pupil:

- a. the pupil's full name;
- b. the pupil's gender;
- c. the pupil's date of birth;
- d. the date the pupil was admitted to the school;
- e. the name of the school the pupil last attended; and
- f. where applicable, a statement that the pupil is a boarder.

Parents and Carers

In addition to the above information schools must also record the following for each pupil:

- a. the name and address of every parent and carer of the pupil that is known to the school;
- b. which of these parents and carers the pupil normally lives with; and
- c. emergency contact details of the parents and carers.

However, some schools record additional details such as dates of birth and mother's maiden name which they can use in security checks when parents contact the school.

Maintaining the Admissions register

The Admissions register is kept up to date by the Registrar and stored securely on the PASS system. Old Buckenham Hall encourages parents to inform them of any changes whenever they occur.

Attendance Register

Schools are required to take the attendance register at the start of each morning session and during each afternoon session that they are open. On each occasion they must record whether every pupil was:

- a. present;
- b. absent;
- c. present at approved educational activity; or
- d. unable to attend due to exceptional circumstances.

They must also record whether the absence of a compulsory school-age pupil was authorised or not. There is no requirement to authorise/unauthorised absence of non-compulsory school-age pupils.

The only personal information in the attendance register about pupils is their names.

Registration at OBH

At OBH, the Register is to be taken at the following times:

	Mornings			Afternoons		
	Pre Prep	Yr 3, 4 & 5	Yr 6,7 & 8	Pre Prep	Yr 3,4 & 5	Yr 6,7 & 8
Monday	8.30am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Tuesday	8.30am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Wednesday	8.30am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Thursday	8.30am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Friday	8.30am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Saturday	N/A	N/A	8.20am	N/A	N/A	1.45pm

- The registers will close 10 minutes after the registration time.
- In the mornings, the register is taken by the Form Teacher and in the afternoon, by the member of staff in charge of each form.
- Pupils leaving the school premises other than for a school organised visit must be signed out by a member of staff. The signing out book is held in the school office.
- Registration is carried out electronically, using the PASS system.
- Registration is checked daily by the Headmaster's PA
- Absence lists are produced by the Headmaster's PA and posted in the Staff Room.

- Staff will use the national attendance codes to record attendance and absence and help to ensure consistency in the treatment and recording of attendance and absence. (See Appendix 1)

Correct use of this system will also facilitate the successful collection of statistics through the School Census system, particularly where the system automatically downloads data from a school's electronic register. Schools cannot add to the list of codes or use their own local codes.

Absence

Unexpected and unexplained absence

Whenever pupils are absent and their parents have not told the school the reason for the absence, such as not contacting the school to advise it that the pupil is ill, the school will mark the pupil as unauthorised absence. It can change this mark at a later date if the parents provide a satisfactory reason for their child's absence. However, the decision whether the reason is satisfactory rests with the school not with the parents.

The Headmaster's PA will follow up any unexplained absence immediately.

Informing the local authority of absence

The regulations require schools, *including those outside the maintained sector*, to inform their local authority of every pupil who has been continuously absent without a good reason (i.e. the absence is unauthorised) for 10 school days or more. They must also inform the authority of every pupil who fails to attend regularly which is interpreted to mean those pupils who have patterns of unauthorised absence without amassing 10 days continuous absence.

Deletions from the Registers

The regulations enable schools to delete compulsory school-age children in the following circumstances:

- a. the school is replaced by another school on a School Attendance Order;
- b. the School Attendance Order is revoked by the local authority;
- c. completion of compulsory school age;
- d. permanent exclusion;
- e. death of the pupil;
- f. transfer between schools; and
- g. pupil withdrawn to be educated outside the school system.
- h. failure to return for an extended family holiday after both the school and the local authority have tried to locate the pupil;

- i. a medical condition prevents their attendance and return to the school before ending compulsory school-age;
- j. in custody for more than four months;
- k. 20 days continuous unauthorised absence and both the local authority on school have tried to locate the pupil; and
- l. left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.
- m. where the pupil is a boarder at a maintained school or an Academy; charges for board and lodging are payable by the parent of the pupil; and those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.”.

Schools cannot take pupils off the attendance register unless they remove them from the admissions register at the same time.

Whenever a change is made to either register both the original entry and the amendment must be clearly distinguishable. For inspection purposes, manual and electronic registers must also show the reason for the change, when it was made and who made it. Wherever electronic software is unable to record and display all this information schools (on either the screen or the print out) must make printed a copy of the register and annotate it.

Storing the registers

Schools must have systems in place to ensure that both the admissions and the attendance registers are secure in order to prevent unauthorised or improper access to the information. Systems must also ensure that the integrity of the data is protected.

- Back-up of all electronic systems is carried out on a daily basis in order to ensure that staff can quickly recover from systems failures. (schools must back-up electronic registers at least once a month.)
- These back-ups must be stored securely and open to inspection for three years.
- The back-up copies of the register can be in manual or electronic format. If they wish, schools can use “electronic” systems to store and preserve registers such as microfiche and scanning registers onto computer file.
- At the end of each school-year, schools must create “historical” copies of the admissions and attendance registers which must show all of the information that was recorded in them that year. These copies must be stored for at least 3 years but schools can keep copies longer if they prefer.

Access to Registers

- Schools must ensure that registers, including archived copies, are readily accessible to Inspectors.
- Inspectors are not breaking Data Protection Law by looking at registration data.

Monitoring and Review

- Registers will be checked and collated twice daily by the Headmaster's PA
- Registration compliance will be monitored by the Deputy Headmaster
- It will be reviewed annually by the Headmaster together with a designated Governor or when there are changes in registration regulations.

A. Shropshire
Business Manager

Reviewed Jan 2015

Attachments:

Appendix 1

National Attendance Registration Codes

APPENDIX A – NATIONAL ATTENDANCE REGISTRATION CODES

**REGISTRATION CODE: / **

Brief Description	Present / = am \ = pm
Statistical Meaning	Present
Legal Meaning	Present
Physical Meaning	In for whole session
DFE Definition	Present in school during registration

REGISTRATION CODE: B

Brief Description	Educated off site (NOT Dual registration)
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DFE Definition	Where a registered pupil on roll is currently being educated off-site at a supervised activity approved by the school.

REGISTRATION CODE: C

Brief Description	Other authorised circumstances (not covered by another appropriate code/description)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	Special occasions at the discretion of the school

REGISTRATION CODE: D

Brief Description	Dual registration (i.e. pupil attending other establishment)
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DFE Definition	The law allows for dual registration of pupils at more than one school. Where a pupil is dually registered at institution X and Y, institution X marks the pupil approved educational activity while they are attending institution Y and vice-versa. Both institutions share responsibility for the child. Failure to attend either institution at the proper time without good reason is unauthorised absence.

REGISTRATION CODE: E

Brief Description	Excluded (No alternative provision made)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	<p>A pupil who is excluded for a fixed period remains on the school roll but cannot attend the school. A pupil who is permanently excluded remains on the school roll until the appeal process has been completed.</p> <p>Alternative provision must be arranged for each excluded pupil from the sixth day of exclusion but some schools and LAs opt to make provision earlier than this. Absence due to fixed term exclusion where no alternative provision is in place is authorised as the absence results from decisions made by the school.</p> <p>Similarly, the absence of a permanently excluded child for whom alternative provision is not made should be treated as authorised while any review or appeal is in progress.</p>

REGISTRATION CODE: F

Brief Description	Extended Family Holiday (agreed)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	<p>Parents should not normally take pupils on holiday in term time. They must apply for leave in advance of taking it. Each request for holiday absence should be considered individually taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress. Schools should invite parents to discuss any proposed holiday in term time.</p> <p>Schools can only agree to absence for a family holiday if they believe there are special circumstances which warrant it. They can only agree to absence of more than 10 school days in a school year if they believe there are exceptional circumstances.</p> <p>Pupils who fail to return to school within 10 days of the end of extended leave of absence may be deleted if both the school and LA fail to locate them and they do not have good reason to be absent.</p>

REGISTRATION CODE: G

Brief Description	Family Holiday (NOT agreed <u>or</u> days in excess of agreement)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	<p>Parents should not normally take pupils on holidays in term time and must apply for the leave in advance of taking it. Each request for holiday absence should be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress. Schools should invite parents in to school to discuss any proposed holiday in term time.</p> <p>Schools can only agree to absence for a family holiday if they believe there are special circumstances which warrant it. They can only agree to absence of more than 10 school days in a school year if they believe there are exceptional circumstances.</p>

REGISTRATION CODE: H

Brief Description	Family Holiday (agreed)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	<p>Parents should not normally take pupils on holidays in term time and parents must apply for the leave in advance of taking it. Each request for holiday absence should be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress; and whether circumstances warrant it. Schools should invite parents to discuss any proposed holiday in term time.</p> <p>Schools can only agree to absence for a family holiday if they believe there are special circumstances which warrant it. They can only agree to absence of more than 10 school days in a school year if they believe there are exceptional circumstances.</p>

REGISTRATION CODE: I

Brief Description	I Illness (NOT medical or dental etc. appointments)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	<p>Missing registration through illness is an authorised absence. If a pupil is present for registration but returns home because of illness, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency.</p> <p>If the authenticity of illness is in doubt, schools can record the absence as unauthorised absence (Code O) but should advise parents of the school's intention. Schools can request parents to provide medical evidence to support absence on the grounds of illness.</p> <p>A pupil receiving medical treatment on site should be marked 'present'.</p>

REGISTRATION CODE: J

Brief Description	Interview
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DFE Definition	Interviews with prospective employers, or another educational establishment.

REGISTRATION CODE: L

Brief Description	Late (before registers closed)
Statistical Meaning	Present
Legal Meaning	Present
Physical Meaning	Late for session
DFE Definition	<p>Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution. Schools should have a policy on how long registers should be kept open.</p> <p>In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.</p>

REGISTRATION CODE: M

Brief Description	Medical/Dental appointments
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	<p>Missing registration for a medical or dental appointment is authorised absence.</p> <p>Parents and pupils should be encouraged to make appointments out of school hours. Sight of an appointment card is advisable if a pupil is an irregular attender.</p> <p>If a pupil is present for registration but has a medical appointment later, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency.</p> <p>A pupil receiving medical treatment on site should be marked 'present'.</p>

REGISTRATION CODE: N

Brief Description	No reason yet provided for absence
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	No reason for absence

REGISTRATION CODE: O

Brief Description	Unauthorised Absence (not covered by any other code/description)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	Unauthorised Absence

REGISTRATION CODE: P

Brief Description	Approved sporting activity
Statistical Meaning	Approved Educational Activity

Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DFE Definition	The pupil is participating in or attending an approved sporting activity.

REGISTRATION CODE: R

Brief Description	Religious observance
Statistical Meaning	Authorised Absence
Physical Meaning	Out for whole session
Legal Meaning	Absent
DFE Definition	Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. Parents should be encouraged to give advance notice.

REGISTRATION CODE: S

		OBH USE
Brief Description	Study leave	Sick Bay (Absent from class but still on site)
Statistical Meaning	Authorised Absence	Authorised Absence
Legal Meaning	Absent	Absent
Physical Meaning	Out for whole session	Out for whole session
DFE Definition	Study leave should be used sparingly and only for Year 11 pupils	

REGISTRATION CODE: T

Brief Description	Traveller absence
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DFE Definition	Traveller child when the family is travelling

REGISTRATION CODE: U

Brief Description	Late (after registration closed)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Late for session

DFE Definition	Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution. Schools should have a policy on how long registers should be kept open. In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.
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REGISTRATION CODE: V

Brief Description	Educational visit or trip
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DFE Definition	School organised trips and visits, including residential trips. Can also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised.

REGISTRATION CODE: W

Brief Description	Work experience
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DFE Definition	Work experience under section 560 of the Education Act 1996. Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly.

REGISTRATION CODE: X

Brief Description	Untimetabled sessions for non-compulsory school-age pupils
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Absent
Physical Meaning	Not required to be in school
DFE Definition	Pupils who have not attained the age of 5 years at the start of the term in which the session takes place or were 16 years before the start of the school year in which it takes place.

REGISTRATION CODE: Y

Brief Description	Forced and Partial Closure
Statistical Meaning	Not counted in possible attendances

Legal Meaning	Unable to attend due to exceptional circumstances or not attending because the pupils have a different school year to other pupils in the school.
Physical Meaning	Not required to be in school
DFE Definition	Where the school site, or part of it, is closed due to unavoidable cause.

REGISTRATION CODE: Z

Brief Description	Pupil not on roll
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Pupil not registered at the school
Physical Meaning	Not required to be in school
DFE Definition	None

REGISTRATION CODE: #

Brief Description	School closed to pupils
Statistical Meaning	Not counted in possible attendances
Legal Meaning	No session held
Physical Meaning	Not required to be in school
DFE Definition	None