



OVERSTONE PARK SCHOOL

Admissions & Attendance Registers Policy



Admissions & Attendance Registers	
Date	September 2026
Review Date	September 2027
Coordinators	Mrs M Brown Mrs D York Mrs L Vippond

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
- Education (Independent School Standards) Regulations 2014 (as amended)
- Data Protection Act 2018 and UK GDPR
- 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
- Keeping Children Safe in Education (KCSIE) current statutory guidance
- ISI Regulatory Requirements

The following documentation is also related to this policy:

- School Attendance (DfE)

We believe we conform to 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 fully with statutory and independent school regulations regarding admissions and attendance
- To work with other schools to share and the local authority (LA) good practice in order to improve this policy.

- This policy will be reviewed annually or sooner if required due to changes in legislation or school practice.

Responsibility for the Policy and Procedure

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 coordinators;
- 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;
- annually report to the proprietors 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;
- Escalate safeguarding concerns promptly to the Designated Safeguarding Lead (DSL)
 - 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 if 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;

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

- Uses approved attendance codes in line with government guidance
- 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/ISI
 - Education Welfare Office

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

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:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter

- Pin boards
- School blog

Attendance Registers: retained for a minimum of 6 years (or in line with safeguarding best practice and regulatory guidance)

All records are stored securely in compliance with UK GDPR and Data Protection legislation.

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
- Safeguarding training in line with KCSIE requirements

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.

This policy will be reviewed annually or sooner if required due to changes in legislation or school practice.

Principal:	Mrs M F Brown	Date	September 2026
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