



REGISTER OF PUPILS' ADMISSION TO THE ACADEMY POLICY

January 2021

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

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. The Education (Pupil Registration) (England) Regulations 2006: regulation 5, [legislation.gov.uk](http://www.legislation.gov.uk)
<http://www.legislation.gov.uk/uksi/2006/1751/regulation/5/made>

It explains that, in this context, a pupil is classed as a pupil at The Academy 'from the beginning of the first day on which the Academy has agreed, or has been notified, that the pupil will attend the Academy.'

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:

The Education (Pupil Registration) (England) Regulations 2006: regulation 15, [legislation.gov.uk](http://www.legislation.gov.uk) <http://www.legislation.gov.uk/uksi/2006/1751/regulation/15/made>

Regulation 15 explains that the admission register can be 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 that school year

Inspection of registers

10. (1) The admission register and the attendance register of every school/Academy shall be available for inspection during the school/Academy hours by —

- (a) any of Her Majesty's Inspectors of Schools in England appointed under section 1(2) of the Education Act 2005(1);
- (b) any additional inspector assisting the Chief Inspector in accordance with paragraph 2(1) of Schedule 1 to that Act; and
- (c) in the case of a school maintained by a local education authority, any officer of the local education authority authorised for that purpose.

(1) 2005 c. 18.

Approval:

The Directors/Governing Body are free to delegate to a committee of the Directors/Governing Body, an individual Director/Governor or the Head teacher must 'cause to be kept' a register.

The register itself can be kept by appropriate school/Academy staff.

Legislation: The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751) as subsequently amended: The Education (Pupil Registration) (England) (Amendment) Regulations 2011 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

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Head Teacher:



The Academy of Woodlands Chair of Gov's:

