

Redhill Preparatory School

Admissions & Attendance Registers

We believe we conform with The Education (Pupil Registration) Regulations 2006 that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and that pupil attendance must be recorded.

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.

Aims

- To comply with The Education (Pupil Registration) Regulations 2006. Adhere to our mission statement and to ensure that all children have equal opportunity of admittance to the school.

Responsibility for the Policy and Procedure

The Principal and Headteacher will:

- ensure all school personnel, Pupils, Parents and visitors to the school are aware of and comply with this policy;
- that the school complies with all equalities legislation; responsibility for ensuring this policy and all policies are maintained and updated regularly;
- ensure all policies are made available to parents;
- be responsible for the effective implementation, monitoring and evaluation of this policy
- 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;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Following request from parent to place pupil in school

Should we have space in the relevant class we carry out the following (we try and limit class sizes to no more than 15 pupils which usually means no more than 8 pupils in any one year) :-

Pupils moving up from Redhill Montessori Nursery

- All pupils moving from the nursery up to the Montessori Early Years provision within the main school have comprehensive records kept on their development linked to the Foundation Phase Development. These are passed on to the Early Years teacher. We also encourage preliminary visits to the Early Years for small blocks of time e.g. an hour for each visit, to familiarise the pupil before he/she moves up officially the term before their 4th birthday.
- Parents are asked to visit the nursery to talk with the nursery manager about their child's development during his/her time in the nursery. They are shown all records of attainment and are encouraged to visit the Early Years class at that time. A formal visit is also arranged by the Early Years teacher for parents to talk about future provision for their child within the main school.
- All parents are asked to complete a Registration Form, which has key information regarding pupil's current and past history, medical records, etc.

Pupils moving in to the school from other educational providers

- It is our policy to assess pupil's reading, spelling, writing and mathematics against a national average prior to entry in the school. This is carried out purely to assess in which areas we can help the pupil develop prior to the pupil even starting in the school. Feedback is given to both parents and the pupil's class teacher.
- Parents are once again asked to complete a Registration Form (see above). Pupil's past records from other schools are requested and kept on file. Parent's are made aware of weekly timetables, yearly timetable, list of staff with their qualifications and subject specialisms and school policies regarding complaints procedure, health and safety, no nuts policy, child protection, positive behaviour and anti-bullying, etc are available for viewing on request in the school office.

After pupil has started in school

- All relevant paperwork is given to the pupil/parent regarding homework policy, homework diaries, home reading book, classroom weekly timetables and individual class letters, etc.
- Pupil Profile folders are made up for the pupil and record books. Pupils are entered in our Admissions Register.

- Parents are given feedback on reporting arrangements and extra curricular activities available, holiday club facilities available, pre-school and after school information.

Admission Register

- The admission register contains an alphabetical index of all the pupils in the school.
- All entries will be made in ink.
- The following will be recorded 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
 - Pupils will be entered on the admission register on the first day that we expect them to attend.

Attendance Registers

- We believe that attendance registers are important for:
 - effective attendance management
 - providing evidence in the event of prosecution of parents under the Education Act 1996
- We have in place a manual attendance register system.
- Entries will be taken twice a day.
- All absences will be recorded as either authorised or unauthorized.
- If we have given approval for a pupil to be away then the absence will be recorded as authorised.
- The only time when a register will not be taken is 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 / Estyn Inspectors
 - Education Welfare Officers

Publication of Admission and Attendance Information

- Every year we publish in the school prospectus and the Annual Report to Parents the following information about attendance:
 - the total number of pupils on the roll for at least one session
 - the percentage of sessions missed through authorised absence
 - the percentage of sessions missed through unauthorised absence

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.
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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 Headteacher 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;
- take part in questionnaires and surveys

Role of Parents

Parents will:

- be made aware of this policy;
- be asked to take part periodic surveys conducted by the school;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- have holidays in term time and authorised by school;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

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.

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the Principal and Headteacher.

Up dated January 2013

Mrs Meryl J Lovegrove/Mrs Jane Stevens
Principal/Headteacher