Launceston College
A Multi Academy Trust

REGISTER OF ADMISSIONS TO SCHOOL POLICY

Updated on: 22 June 2018

Review by: LJS

Launceston College MAT – Register of Pupils admission to the school.

All schools forming part of the Launceston College MAT must keep an admission register, which will be available for inspection on the school premises.

Every entry in an admission register shall be recorded on SIMS, or suitable alternative MIS system.
In relation to every amendment made the admission register and the attendance register shall include —
a) the original entry;
b) the amended entry;
c) the reason for the amendment;
d) the date on which the amendment was made; and
e) the name or title of the person who made the amendment.

Every entry in an admission register or attendance register shall be preserved for a period of three years after the date on which the entry was made.

Contents of Admission Register

The admission register will contain an index in alphabetical order of all the pupils at the school and shall also contain the following particulars in respect of every such pupil:

  • Name in full
  • Sex
  • The name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency
  • Day, month and year of birth
  • Day, month and year of admission or re-admission to the school; and name and address of the school last attended, if any.

For the purpose of the regulation only, a pupil is a pupil at the school from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school.

Deletions from the Admissions Register
Refer to Regulation 8 The Education (Pupil Registration) (England) Regulations 2006

Dual Registration of children with no fixed abode
Refer to Regulation 9 The Education (Pupil Registration) (England) Regulations 2006