



## **PAPILLON HOUSE SCHOOL**

### **Admissions and Attendance Registers**

This document has been written in conformity with the Education (Pupil Registration) (England) Regulations 2006 (as amended) and the DfE guidance *School attendance (November 2016)*.

#### **The Admissions Register**

The Admission Register contains an index in alphabetical order of all the pupils at the school and also contains the following particulars in respect of every such pupil:

- Name in full
- Sex
- The name and address of every person known to be a parent/carer of the pupil, of any parent/carer with whom the pupil normally resides (including which parents hold parental responsibility for the pupil) and at least two telephone numbers at which the parent/carer with whom the pupil normally resides can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended
- Name of next destination school and the first date on which the pupil is due to attend (if reasonably practicable to obtain this information)

The Admissions Register does not include details about a child's attendance, their Individual Education Plan, additional therapies or other information.

All children who are receiving an education at the school during the traditional school day will be placed on the Admissions Register.

Children join the school roll on the expected first day of attendance and are listed in the Admission Register from that day. For most children, the expected first day of attendance is the first day of the school year. However, we recognise that there will be occasions when this is not appropriate and when this does occur we aim to agree a suitable date with parents.

The school will notify the local authority within five days of adding a pupil's name to the admission register, providing all information held within the admission register about the pupil (unless the pupil is admitted at the start of the School's youngest year).

### Pupils moving to a new address

Where the parent notifies the School that the pupil will live at another address, the School will record on the admissions register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

### **The Attendance Register**

The Attendance Register will be taken at the start of each day and after lunch. On each occasion, the Attendance Register will record whether each child was:

- Present
- Absent
- Attending an approved educational activity outside school including the nature of that activity
- Unable to attend due to exceptional circumstances
- Taking authorised absence
- Taking unauthorised absence

### Exceptional Circumstances

The exceptional circumstances in which a pupil may be marked as unable to attend are where:

- I. The school site, or part of it, is closed due to unavoidable cause at a time when pupils are due to attend
- II. In the case of a pupil for whom transport to school is provided by the local authority that transport is not available
- III. A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

The Attendance Register will also record whether an absence was authorised or not.

### Authorised Absence

An absence is deemed authorised if:

- I. The pupil has been granted leave of absence by the Director or the Head of School
- II. He/she is unable to attend:
  - a. By reason of sickness or unavoidable cause
  - b. On a day exclusively set apart for religious observance by the religious body to which his/her parent/carer belongs
  - c. Because no suitable arrangements have been made by the local authority for transport to and from school

The High Court has confirmed that schools, not parents, authorise absence.

### Unauthorised Absence

Where the reason for a pupil's absence cannot be established at the time when the register is taken, that absence shall be recorded as unauthorised. The entry may be corrected later if the reason is established.

Papillon House School will use the national attendance codes to record attendance to ensure consistency in the treatment of recording of attendance and absence.

### **Leave of Absence**

Leave of absence may be granted to enable a pupil to:

- I. Take part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963 under the authority of a licence granted by the local authority under that section
- II. Employment abroad for the purpose mentioned in section 25 of the Children and Young Persons Act 1933 where a licence has been granted under that section by a justice of the peace
- III. A pupil may be granted leave of absence from the school to enable him/her to go away on holiday where:
  - a. An application has been made in advance to the proprietor by a parent/carer with whom the pupil normally resides and
  - b. The Directors or Head of School consider the leave of absence should be granted due to the special circumstances relating to that application.

A pupil shall not be granted more than ten days leave of absence in any school year apart from in exceptional circumstances.

Leave of absence may only be granted by the Directors or Head of School.

### **Attendance Policy**

Papillon House School has an Attendance Policy which outlines the procedures for monitoring and managing attendance.

### **Deletion from the Admissions Register**

A pupil may lawfully be deleted from the Admissions Register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

### **Children missing education**

The School shall inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

This will assist the local authority to:

- fulfil its duty to identify children of compulsory school age who are missing from education; and

- follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

The School shall inform the local authority of any pupil who:

- fails to attend School regularly; or
- has been absent without the School's permission for a continuous period of ten school days or more, at such intervals as are agreed between the School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the School's safeguarding policy if any absence of a pupil from the School gives rise to a concern about his / her welfare.

*This document is to be read in conjunction with all other relevant documents and policies*

**The Management Team July 2007**  
**Reviewed and Revised Head Teacher June 2009**  
**Reviewed and Revised Head Teacher July 2011**  
**Reviewed and Revised Head Teacher July 2013**  
**Reviewed and Revised Nov 2014: VWV Solicitors**  
**Reviewed and Revised Oct 2017: VWV Solicitors**  
**Agreed; Gillian Hutton, Director, November 2017**