



ST EGWIN'S C.E.
MIDDLE SCHOOL

Admission Register Policy

Dated – September 2020

Review date – September 2021

Information required

Our school register must contain an index, in alphabetical order, of all the pupils at the school.

It must include the following details for each pupil:

- Full name
- Sex
- The name and address of every known parent and an indication of the parent(s) with whom the child normally resides
- Emergency contact details of the parent with whom the pupil normally lives

- 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, if any
- Where applicable, whether the pupil is a boarder or a day pupil

This list is set out in regulation 5 of [The Education \(Pupil Registration\) \(England\) Regulations 2006](#).

Where reasonably possible, you should record more than one set of emergency contact details for each pupil.

It is not a requirement, but it provides you with additional options for contacting a responsible adult if a child is missing school and is also identified as a safeguarding or welfare concern. This is according to [departmental guidance on school attendance](#) (page 7), updated in September 2018.

Pupils with multiple addresses, or whose address will change

If a parent tells the school that the pupil will live with a parent at another address in the future (either as well as, or instead of, the pupil's current address), the register must include:

- The full name of the parent with whom the pupil will normally live
- The pupil's new address
- The dates from which it is expected the pupil will live there

This information is only required where it is reasonably practicable for the school to obtain it.

Dual-registered pupils, or pupils moving to another school

If a parent tells the school that the pupil is also registered at another school, or will be attending another school in the future, the register must include:

- The other school's name
- The first date on which the pupil attended or is due to attend that school

Again, this information is only required where it is reasonably practicable for the school to obtain it.

This information on pupils with multiple addresses and dual-registered pupils can be found on pages 9 to 10 of the government's statutory guidance on [Children Missing Education](#).

FAQs

Who is classed as a pupil at the school?

A pupil is classed as 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." This is stated in section 5 of the regulations linked to above.

How should we establish a pupil's 'full name'?

This would normally be the same as the name on the pupil's birth certificate or other official identity document. However, it may also be the full name by which the pupil is generally known.

The school should be satisfied that it is "reasonably practical" for the local authority (LA) to identify the pupil and match up the name on the admission register with information held by other public bodies.

Different LAs may have more specific requirements relating to pupils' names on the admission register. You may wish to consult with your LA for further guidance.

The DfE told us this.

Our associate education expert, Lucinda Bell, recommended that schools use the name on a pupil's birth certificate, unless there is evidence, such as a deed poll, that the pupil's name has been changed.

Do we need to see a birth certificate?

There is no requirement to see a copy of a child's birth certificate, nor is there any other mandatory documentation that parents have to provide to confirm their child's details.

So long as the school's admission authority is satisfied that the information supplied on a child is correct, they can enter this into the admission register.

Can we hold the register electronically?

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 copies
- Any amendments, their dates, the reasons for them, and the name or title of the person who made the amendments are made clear
- Back-up copies are retained for a period of 3 years after the end of the school year to which they relate

This is set out in [The Education \(Pupil Registration\) \(England\) Regulations 2006: regulation 15](#).

Can Ofsted inspect the register?

Yes. The admission register must be available for inspection by both Ofsted and any LA officer authorised for that purpose in maintained schools.

This is explained in [The Education \(Pupil Registration\) \(England\) Regulations 2006: regulation 10](#).

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Removing a pupil from the roll

Another article from The Key explains the grounds on which a pupil can be [removed from the admission register](#).

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