



ST EGWIN'S C.E.
MIDDLE SCHOOL

Admission Register Policy

Dated – September 2022

Review date – September 2023

Information required

Contents of Admission Register

The admission register for every school shall 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—

(a) name in full;

(b) sex;

(c) 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

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

(d) day, month and year of birth;

(e) day, month and year of admission or re-admission to the school; and

(f) name and address of the school last attended, if any.

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

Further details of the Contents of the admissions register and Pupil information requirements are in Section 7 of [Working-together-to-improve-school-attendance 2022](#)

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 [Working-together-to-improve-school-attendance 2022](#) (Section 2, page 14)

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.

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."

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

This would normally be the same as the name on the pupil's birth certificate (unless there is evidence, such as a deed poll, that the pupil's name has been changed) or other official identity document. However, it may also be the full name by which the pupil is generally known. Legal and preferred names can be stored.

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.

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 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](#).