

ADMISSIONS, ATTENDANCE AND REGISTRATION POLICY

Applies to: Whole School including EYFS

Covering:

- Daily Routines
- On Roll Off Roll

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Policy written by	Mrs Follett	Mrs Follett	Mr Whittell	Mr Whittell	Mrs Holroyd
Policy seen by Governor on (date / signature)	Mrs Wilcox (COG)	Mrs Wilcox (COG)	Mrs Wilcox (COG)	Mrs Wilcox (COG)	Mrs Wilcox (COG)
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This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

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1. General

At Branwood Preparatory School we seek to ensure that all those pupils who are admitted to the school will thrive in the environment of high expectations, will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, identity, sexual orientation, marital status, race, colour, nationality, religion, disability or any other ground. We see education as a partnership between the family and the school. We are committed to providing the highest quality of education for each child.

2. Scope

Every school is required by law to maintain two separate registers, an Admissions Register, known as the 'School Roll', and an Attendance Register. School Inspectors are required to check both registers and to comment on levels of attendance.

The regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

This policy aims to:

- clearly define the processes for admission to the school;
- ensure that regulatory requirements for maintaining admission and attendance registers are met.

3. The Content of the Policy and its Relationship to Other Policies

This policy and guidance is in line with DfE and ISBA guidance. It also has regard to the guidance in The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016. It also has regard to the guidance in Keeping Children Safe in Education (KCSIE) 2023, Children Missing Education (2016) and Working Together to Improve School Attendance (2022) This policy should be considered alongside:

- School Safeguarding Policy
- Child Missing Education (CME) Policy
- Missing Child Policy

4. Criteria for Admission

- the school's ability to meet the needs of the pupil;
- an available space in the appropriate age group;
- the social interaction with students/pupils on taster days;
- the academic potential of the student/pupil and a willingness to embrace our 'core values'.

5. Admissions Process

- 5.1 At the point of admission to the school we wish to establish a full partnership with parents in order to promote the interests of the pupil body. The partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need and any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other assessment screening, including Taster Days.
- 5.2 We seek to offer places to those whom we believe can contribute positively to the school community, and to whom we can educate and safeguard within our own teaching, pastoral and learning support structure. Potential pupils who have been excluded from another school will not be permitted to be enrolled as a pupil into Branwood Preparatory School.
- 5.3 Applicants for places up to Form 6 (Y6) will be expected to spend at least one full taster session, in school attending lessons with the appropriate age group. During the session staff will assess the pupils, in an appropriate way according to age, in literacy, numeracy and to make general comments about social interaction etc. Extra days may be requested if necessary in order to assess any special needs. Nursery (KG1) does not operate a taster session system because assessments are made at the transition visits and during settling in sessions. The transition visits will take place at the child's home ideally or within the existing setting.
- 5.4 For any child with specific learning difficulties the SENDCo will assess his/her special needs in order to ensure that the school is able to offer the appropriate support and facilities. The school can offer 'reasonable adjustments' if required.
- 5.5 All applicants will be asked to provide details of their most recent school/setting. We reserve the right to make direct contact with any previous school/setting and to request a confidential report. This will ask for comment on academic progress to date, involvement in the broader life of the school and general behavioural standards.
- 5.6 Reports from all staff involved will be required and collectively this information allows the school to be reasonably sure that it is the right school for each pupil and to tailor our courses to meet the needs of the pupils. The school has to be able to educate and develop each pupil to the best of his / her ability and to ensure that any prospective pupil will be academically and socially at ease with his / her peers. In this way there is every chance that all pupils will emerge at the end of their time at the school having enjoyed the school and be confident in their next steps.
- 5.7 Progress through the school is automatic but if there are occasions when such progression is not in the interests of either the child or the wider community we would inform the parents well in advance and offer guidance as to future options for schooling.
- 5.8 Once a place is offered and accepted in writing, it becomes binding. A date of entry is agreed. A registration form must be completed and a registration fee provided prior to any start date.
- 5.9 Any offer is subject to satisfactory assessments and/or references and transfer information being received from a previous school. The assessment information for KG1 entry will be gathered at the transition visit.

- 5.10 The Head reserves the right to withdraw an offer of a place should unsatisfactory references be taken up.
- 5.11 In the event that a year group is full the child's name will be placed on a waiting list and parents will be informed when and if a suitable place becomes available.
- 5.12 The waiting list is prioritised first by siblings, alumni and then by application.
- 5.13 The Head reserves the right to prioritise places for staff members on the waiting list.
- 5.14 Any offer of a place is conditional on parents signing and agreeing to the Branwood Preparatory School terms and conditions documentation.
- 5.15 The Head reserves the right to request that the child undertakes further taster days at the school prior to a final decision being made about the offer of a place.
- 5.16 For each pupil, the admission register must contain:
- Name in full
 - Sex
 - Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989).
 - 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.
 - The name of the destination school notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

In addition to the above, at least one but ideally two telephone numbers at which the parent can be contacted in an emergency are held on a separate file in school. The school will hold additional contact numbers, ideally requiring two per parent.

- 5.17 School and nursery (KG1) admissions documentation such as registration forms and contact forms reflect the required information.
- 5.18 All children including nursery (KG1) are full time. In September and January (KG1) when the children begin their education at Branwood there will be an initial two week settling in period. This settling in period consists of part time places (either am or pm). Once it is established that the children are ready they will move to full time. This will be reviewed on an individual child basis.
- 5.19 It must be stressed that attendance at Branwood Preparatory School is no guarantee of a place being offered at any local Independent Secondary School or State Grammar School.
- 5.20 Any additional information that is required will be held as a written record.
- 5.21 Each child that enters Branwood Preparatory School is entered onto the Admissions Register which is held in accordance with regulation 5 education regulations.

6. Attendance

- 6.1 All pupils are required to be in school by 8:30am for registration at 8.35am. The school day ends in a staggered fashion from 3:00pm to 3:30pm.
- 6.2 Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip, a visit or a sporting fixture.
- 6.3 If a child is ill parents are asked to e-mail or telephone the school office before 8.30am on the first day of absence. Parents should confirm the reason for absence, either verbally, by email or letter. If the school has not heard from a parent or guardian, the school will telephone or email on the first day of an unexplained absence in order to ascertain the reason for the absence.
- 6.4 Requests for absence (i.e. medical or dental appointments) should be made in advance, except in an emergency, when parents are asked to telephone the school office before 8.30am.
- 6.5 Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made to the Head well in advance of the proposed absence by completing the Pupil Absence Request Form.
- 6.6 Term dates are published over a year in advance in order for parents to arrange holidays without disrupting a child's education.

7. Branwood Preparatory School's Attendance Registration System

- 7.1 The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the first expected first day of attendance is the first day of the school year. However, many children do start mid-term and they must be included on the register on their first day of attendance.
- 7.2 The following system is followed:
 - Registration will be carried out in Classes/Forms by an adult who is an employee of Branwood Preparatory School;
 - For reasons of welfare all pupils will be registered before school in the morning (8.35am) and following the lunchtime period.
 - ALL registers MUST be completed by 08.35am and 13.35pm. A registration mark (see Appendix A) MUST be placed against each child's name.
 - Registers MUST be taken in a formal manner with pupils responding to their names being called out. Under no circumstances should the register be completed without seeing the pupil.
 - When pupils are not in school and no e-mail or phone call is received by 9.00, the school office will contact the parents by phone or parentmail to request a reason for the absence.
- 7.3 Pupils arriving late to school should report to the office immediately and staff should sign the child into the late book, recording the time the child arrived.

- 7.4 The school office will use the information to provide a school register, which will record those who were absent and also those who were present using the agreed categories.
- 7.5 Forms requesting future absences or explaining absences should be kept on file, and passed by the form teacher to the office staff who will ensure that it is filed appropriately.
- 7.6 If pupils are present during registration but are going out of school any time afterwards, they are still marked as present. Lists of pupils on trips or matches MUST always be with the school office and signed in and out of the school building.
- 7.7 Teaching staff MUST inform the School Office of pupils who are absent. They should mention any concern to the office so that it can be followed up. If any unauthorised absence is suspected, the Head should be informed immediately.

8. Registration Categories

Registration categories to be used in the registration process can be found in Appendix B.

9. Maintaining Records and Reporting to the Authorities

- 9.1 If there is no reason for absence (0) is first entered in red pen and this is later corrected (ideally within two weeks) to the appropriate symbol, also in red pen, in this case only, overwriting is allowable in an electronic system. A '0' must not be allowed to remain indefinitely. All other entries in the manual registers to be completed in black pen.
- 9.2 The school's attendance register is stored securely. Records are to be retained for a minimum period under the new GDPR guidelines after the end of the school year in question.
- 9.3 The process followed by Branwood Preparatory School on Admissions and Deletions from the register are detailed in Appendix C.

10. Bursaries

- 10.1 The School offers bursaries on a discretionary basis, details of which can be found in the Bursary Policy.

Appendix A - Attendance, Arrivals and Departures Policy (Daily Routines)

Applies to: Whole School

ATTENDANCE

- All EYFS attendance is full time following some shorter starter sessions.
- EYFS: Children will have a varying number of settling in sessions, these range from 1 hour to a full day. These sessions focus on building relationships with both children and their families. If at any point there are concerns, a meeting is arranged to discuss these openly.
- Pupils from KG2 to F6 have at least one Taster Day in school.
- All attendance registers are kept by the school in both manual and electronic form.
- At the end of each day the manual registers are handed to the office.

ABSENCES

- If a child is going to be absent from school parents should indicate this to a member of staff in advance by completing [O:\OFFICE FILES \(No Personal Data\)\FORMS\Pupil Absence Request Form 2021.docx](O:\OFFICE FILES (No Personal Data)\FORMS\Pupil Absence Request Form 2021.docx). All absences need to be authorised by the headmaster prior to the absence.
- For children who are absent due to illness parents to notify us by telephone before 9.00am on the day.
- If a child is absent for more than one session and we have not had notification of any ongoing reason then parents will be contacted.
- Regular absences will be monitored and reported to the SLT. Standard letters will be sent to parents. The SLT will make contact with the family if there are any ongoing concerns or no improvement in attendance.

ARRIVALS

- It is our philosophy to give each child and his/her family the warmest welcome on their arrival at the setting each day.
- Parents are required to have children in by 8.30am ready for registration at 8.35am and for the beginning of the main 'teaching time'.
- Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded on the register.
- A member of staff will be available from 8.00am to greet parents and children at the entry door.
- Morning Club is available in classrooms for all pupils from 8.00am with supervision in place.
- The register is taken as the children arrive at school.
- If the parent requests a child be given medicine during the day the staff member must ensure that the administration of medicine consent procedure is followed and refer the parent to the school office.

DEPARTURES

- If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult (see failure to collect a child policy).
- The planned departure of the child should be anticipated by the responsible member of staff. All medicines should be recovered from the medicine fridge only when the parent/carer has arrived and should be handed to him/her personally.
- No child should be handed over to anyone other than the known parent/carer unless notification has been received from a parent and the password used.
- If children are not collected by 3:40pm the procedures outlined in the Child Not Collected Policy will be followed.

Appendix B - Registration Categories

Register Mark	Description	Statistical Meaning	Physical Meaning
/	Present – am	Present	Present for whole session
\	Present – pm	Present	Present for whole session
X	School closed to pupils	School closed – unforeseen reason	Out for whole session
B	Educated off site – not dual registration	Authorised educational absence	Out for whole session
C	Other authorised circumstances	Authorised absence	Out for whole session
D	Dual registration –attending another establishment	Authorised educational absence	Out for whole session
E	Excluded – no alternative provision made	Authorised absence	Out for whole session
F	Extended family holiday	Authorised absence	Out for whole session
G	Family holiday (not agreed) or days in excess of agreement	Unauthorised absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness – not medical/ dental appointment	Authorised absence	Out for whole session
J	Interview/assessment day	Authorised absence	Out for whole session
L	Late (after registration has closed)	Present	Late for session
M	Medical / Dental appointment	Authorised absence	Out for whole session
O	No reason yet provided – to investigate	Unauthorised absence	Out for whole session
O	Unauthorised absence – not covered by any other category	Unauthorised absence – if not covered by initial 'O' above	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Approved sporting activity	Authorised educational absence	Out for whole session
V	Approved Educational Visit or Trip	Authorised educational absence	Out for whole session
Y	Enforced closure	School closed – unforeseen reason	Out for whole session
—	Pupil no longer on roll	Attendance not required	Out for whole session

Appendix C - On Roll & Off Roll Procedures for Independent Schools

If a child is joining Branwood from another school we will contact the school and send a standard format request for basic information on safeguarding.

When a child leaves Branwood (except at the end of Form 6) the destination school is contacted using a standard format to ensure that the children have arrived. If it cannot be confirmed then the Local Authority CME online forms are completed for each child.