



Lunsford Primary School - Register of Admissions

Policy: **Register of Admissions**

Reviewed by **Jacquelyn Sharpe**

Date reviewed: **August 2023 (against current regulations)**

Date approved at FGB **12th September 2023**
Checked sept 2024
Checked August 25

Date to be reviewed: **September 2026**

Review period for this policy: **3 years**

Register of Admissions

Lunsford School holds a record of pupil admissions to the school recorded using the SIMS system and administered by the Office Manager. The record will be administered so that changes can be tracked.

Changes to each entry will show

- 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 the admission register is kept permanently. The attendance register shall be preserved for a period of three years after the date on which the entry was made.

Contents of Admission Register

1. The admission register is in alphabetical order of all the pupils at the school and has 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 two telephone numbers at which the parent can be contacted in an emergency;
 - d) Day, month and year of birth;
 - e) Day, month and year of admission or re-admission to the school; and name and address of the school last attended, if any.
2. 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 pupil is actually present in the school building.

Removal of a Pupil from the Admissions Register

KCC will be notified of pupils to be removed from the Admissions register (except for those pupils leaving after Year 6) with details of their destination where informed.