



Admissions Register Policy

This policy applies to all pupils at Bishop's Stortford College including those in Early Years Foundation Stage and Key Stage One.

In accordance with The Education (Pupils Registration) (England) Regulations 2006, Children Missing Education September 2016 and The Education (Pupils Registration) (England) (Amendment) Regulations 2016, the admission register for each pupil will contain the following:

- Name in full.
- Gender. This will be the birth gender unless the pupil has obtained a gender recognition certificate.
- Name, address and at least one telephone number of each parent of the pupil, where reasonably possible (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 of the Children Act 1989). The College must have a minimum of two separate contacts.
- Name and address of the parent with whom the child will normally live in the future and the date from which it is expected the pupil will normally live there, where a parent has notified the College of this or it is possible for the College to reasonably ascertain this information.
- More than one telephone number at which the parent can be contacted in an emergency, where reasonably possible. For single-parent families, another responsible adult must be recorded on the College's system with at least one contact number for use in emergencies.

The day, month and year of birth.

- The day, month and year of admission or re-admission to the school. The name of the pupil will be included in the register from the beginning of the first day on which the College has agreed or has been notified that the pupil will attend the College.
- The name and address of the school last attended, if any.
- An indication of boarding or day attendance.
- Name of the destination school (or additional school in case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the College to ascertain this information.

The College will inform its local authority if a pupil is deleted from the admissions register for the following reasons as stated in Children Missing Education, September 2016:

Point 1 - The pupil has been registered at another school

Point 2 - The pupil is registered at more than one school; the pupil has ceased to attend the College and the proprietor of the other school has given permission for the pupil's name to be deleted from the College admissions register

Point 3 - The pupil has been taken out of school to be home educated.

Point 4 - Except in the case of a boarder, the pupil has ceased to attend the College and no longer ordinarily resides at a place which is a reasonable distance from the College.

Point 5 - The pupil has been certified as medically unfit to attend school.

Point 6 - The pupil is in custody for more than four months.

Point 7 - The pupil has been permanently excluded.

Point 8 – The pupil has died.

Point 9 – The pupil has ceased to be a pupil at the College.

Point 10 – Following a pupil being granted leave of absence, that the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; the College does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and the College and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

Point 11 – The pupil has been continuously absent from the College for a period of not less than 20 school days and at no time was their absence, during that period, authorised by the College and the College does not have reasonable grounds to believe that the pupil is unable to attend by reason of sickness or any unavoidable cause; and the College and the local authority have failed, after making reasonable enquiries, to ascertain where the pupil is.

Additionally, the College will inform the local authority within five days when a pupil's name is added to the admissions register at a non-standard transition point i.e. where a compulsory school aged child leaves a school before completing the school's final year or joins a school after the beginning of the academic year of entry. If required, the College will also inform the pupil's local authority if a pupil is removed from the admissions register. The College will provide that local authority with all the information held within the admissions register about the pupil.