

Admission and Attendance Register Policy 2012

All Kings' policies, including this Admission and Attendance Register Policy, will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Date	Review Date	Coordinator	Nominated Director
10/01/12	10/01/13	DIRECTORS OF STUDIES	NIGEL PAMPLIN

Kings believe we conform with *The Education (Pupil Registration) Regulations 2006*¹ that govern the admission and attendance registers that we must keep. We fully understand that an admission register must be kept by law and that student attendance must be recorded.

We wish to consult our students and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.²

¹ UK Government, (2006) *The Education (Pupil Registration) (England) Regulations 2006*, <http://www.legislation.gov.uk/uksi/2006/1751/contents/made>, accessed 18.06.12

² United Nations, (1989) *Convention on the Rights of the Child –Chapter IV Human Rights*, United Nations 2012, <http://treaties.un.org>, accessed 09.02.12

Aims & Objectives

- To comply with *The Education (Pupil Registration) Regulations 2006*.
- To ensure that students who are enrolled are actually attending lessons and subject to our Safeguarding Policy

Procedure

Role of the Board of Directors

The Board of Directors has:

- Delegated powers to the Principal who will be responsible for the day-to-day management of the attendance system;
- delegated powers and responsibilities to the Principal to ensure all staff and teachers are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies including this policy are made available to parents via our website;
- nominated the Academic Development Director to visit the school regularly, to liaise with the Directors of Studies and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure that the Admission Register and Attendance Registers are kept up-to-date and comply with all regulations;
- ensure all school personnel, students and parents are aware of and comply with this policy by taking a register of attendance for every lesson, which will be recorded manually, and the student's global attendance percentage for the week is transferred to an electronic data base, usually Class;
- ask for feedback on this policy using student consultation;
- monitor the effectiveness of this policy;
- meet with the Director of Academic Development and Director of Studies regarding the development of this policy

Role of the Director of Academic Development

The Director of Academic Development will:

- regularly visit the school's Principal and Director of Studies to ensure the policy is implemented effectively;
- report back to the Board of Directors

Role of the Directors of Studies and First Day Contacts

The First Day Contacts will:

- be nominated by the Director of Studies, and may be Student Services or Academic Administration staff

Both the Directors of Studies and First Day Contacts will:

- lead the development of this policy throughout the school;
- ensure that all students are made aware on attendance and absence procedures on induction;
- work closely with the Principal and the Director of Academic Development;
- ensure that all admissions are recorded and that the attendance system is kept up-to-date;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up-to-date with new developments and resources;
- review and monitor;
- annually report to the Principal and Director of Academic Development on the success and development of this policy

Admission Register

The Admission Register (CLASS database) contains an alphabetical index of all the students in the school. The following will be recorded for each student:

- Student's full name
- Gender
- Parents'/guardian's/parents' representatives name and address
- The name of the person who has custody of the child, where the student is under 18
- Emergency contact numbers of the parent/guardian/parents' representatives/next of kin
- Admission date
- Course details and duration of course
- Copies of high school transcripts from last school attended
- Passport details for visa nationals

For academic students only:

- Copies of high school transcripts from the last school attended

Attendance Registers

Class registers will be derived from the student database, so that teachers know who should be in each class.

We believe that attendance registers are important for:

- effective attendance management;
- checking that students achieve the minimum acceptable attendance of 90%;
- providing evidence in the event of prosecution of parents under the Education Act 1996

We have in place a manual attendance register system, which is transferred weekly to computerized CLASS database. This shows the cumulative total of attendance.

- Entries will be taken at each lesson
- All absences will be recorded.
- For compulsory school age students, authorised or unauthorised attendance will be recorded

Absences will be classed as either 'authorised' or 'unauthorised' based on the following criteria:

Authorised:

- **Certificated illness**
- **Late arrival/early departure in and from UK owing to visa or passport issues**
- **University/school visits and interviews**
- **Medical appointments that cannot be arranged outside of school hours**
- **Visa renewal**
- **Family and personal reasons at the school's discretion**
- **NB: Approval for authorised absence needs to be agreed with the Principal/Principal's delegate (usually Director of Studies) in advance**

Where the student is compulsory school age such permission should be sought by the parent or guardian

Unauthorised:

- **Any absence for which prior approval has not been given**
- **For any illness which is not certificated or verified by the Welfare Officer**
- **Late arrivals after the scheduled start of class**

The only time when a register will not be taken is when the school has had to close due to:

- in-service training
- severe weather conditions
- structural damage
- fire

Inspection of Admission and Attendance Registers

The student database and all attendance registers are available at all times for inspection by:

- HM Inspectors
- Ofsted
- British Council
- UKBA

Preservation of Registers

- The student database will be retained indefinitely.
- All attendance registers will be retained for a minimum of three years from the end of the student's course.

Students with Special Educational Needs

We at Kings aim to provide every child with the best education possible. However, in order to do this effectively, we acknowledge that some learners' specific educational needs may be best served by other institutions. We reserve the right not to admit a student, or review admission of a student if we feel we cannot meet a student's special educational needs adequately.

School Personnel

School personnel will:

- comply with all aspects of this policy;

Teachers will:

- ensure that the attendance register will be taken at the beginning of every lesson;
- bring to the attention of the Director of Studies any irregularities in student attendance;
- be aware of the criteria for absence and attendance

Attendance Checker will:

- notify the Director of Studies of any absences and whether authorised or unauthorised

Role of Students

Students will:

- maintain a minimum of 90% attendance throughout the year;
- ensure they report their own absence to school before the start of scheduled lessons on the day of their absence;
- **where of compulsory school age, seek permission for authorised absence where possible and advise teachers of authorised absence in advance**
- **where above compulsory school age, advise teachers of planned absence in advance**

Student Consultation

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

Role of Parents/Guardian/Parent's representatives (where parents are the fee payers)

Parents/Guardians/Parents' representatives must:

- be made aware of this policy;
- be expected to offer support of this policy and encourage their children/students to attend school regularly;
- be informed of their child's/student's absence through reports;

Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Attendance Policy
- Safeguarding Policy
- Kings Strategic Objectives 2012-2015
- *The Education (Pupil Registration) (England) Regulations 2006* (UK Government)

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually, or when the need arises, by the Principal and the Coordinator, with reference to Appendix A. The necessary recommendations for improvement will be made to the Board of Directors.

Principal:		Date:	
Chair of Board of Directors:		Date:	

Kings Admissions and Attendance Register Policy 2012 Appendix A:

Annual Review of Policy for Kings **LOCATION School:
Kings Admissions and Attendance Policy 2012**

Date	Review Date	Coordinator	Reviewer
28/11/11	28/11/12	DIRECTORS OF STUDIES	PRINCIPAL

This Appendix A to the Admissions and Attendance Policy contains information which is specific to Kings School **LOCATION** and will be reviewed and updated **annually** by the Principal and Coordinator.

Date of Last Review:	00/00/12
Number of new admissions in the last 12 months:	0
The Admissions Register is accurate and up-to-date, managed on the CLASS database with the student information stated in the policy.	YES/NO
Manual attendance registers are accurate and up-to-date for all classes.	YES/NO
Accurate CLASS records are maintained and updated weekly.	YES/NO
The student database and all attendance registers are available at all times for inspection by HM Inspectors, Ofsted, British Council and UKBA.	YES/NO
The Policy conforms with the latest versions of any regulations and guidelines referenced in the policy document.	YES/NO
Students, host parents, parents' representatives and parents are aware of the latest policy and current requirements regarding admission and attendance through the Student Handbook, the online policies and the Parents' Handbook respectively.	YES/NO
Annual student consultation on the policy has taken place on (date).	00/00/12
<p>Monitoring the Effectiveness of the Policy</p> <p>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</p>	

