



Admissions Registers Policy

Denstone College recognises that the admissions register is subject to the Education (Pupil registration) (England) Regulations 2024, Working together to improve school attendance 2026, and this policy is written in accordance to *Children Missing Education* (September 2016) and Keeping Children Safe in Education (2026). In line with this the admissions register of Denstone College includes the following information about pupils:

- Name in full
- Sex (this is the birth sex unless the person has obtained a gender recognition certificate-not available to under 18 year olds)
- Name and address of every person known to the College to be a parent of the pupil and/or guardian. This will include an indication of which parent/guardian with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989. It is worth noting that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from Denstone College in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies Denstone College that their child will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for Denstone College to ascertain it, will be given.
- At least one telephone number by which each parent can be contacted in an emergency, as per DfE's advice I where reasonably practicable we will hold an emergency contact number for more than one person for each pupil)
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of previous school, if any
- Indication of boarding or day status
- Name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

Procedure

At Denstone College the Head's Office is responsible for maintaining the admissions register. This is done using iSAMS. All entries are made electronically and the register can be printed. It is stored electronically. Within iSAMS, the original and amended entries are tracked as well as the name of the person making an amendment.

A pupil's name can only be deleted from the admissions register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6), the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class, unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the admissions register, as set out in regulation 13(4), the school will provide the local authority with the following information about the pupil from the admissions register:

- full name;
- address;

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- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admissions register.

Schools are not able to retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in the DfE's 'Working Together to Improve Attendance (August 2026)'. Appendix 1

Maintaining and amending registers

Admission register in accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations, the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School; and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points
- keep the admissions register electronically and make a back-up copy of the register at least once a month in the form of an electronic or printed copy.
- ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to. The admissions register contains specific 8 personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended. A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations in regulation 9 occurs the pupil's name must be deleted.

Data and reporting

ALL registers are retained for six years from the date of entries.

The School Roll

Under Pupil Regulations, all schools are **legally required** to notify their Local Authority of **every new entry** to the Admission Register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Sharing Information

ALL schools are legally required to share information with the Local Authority. This includes:

New Pupil and Deletion returns: notifying the Local Authority when a pupil's name is added or deleted from the school's Admissions Register outside of standard transition times.

- **ATTENDANCE RETURNS:** providing the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorized (G, N, O and/or U);
- **SICKNESS RETURNS:** providing the Local Authority with the full name and address of all pupils of compulsory school age who have been recorded with code (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

Back-up Storage of Admissions

The IT support department is responsible for ensuring back-up procedures are followed.

Attendance registers are backed up monthly. Both attendance and admissions registers are retained for six years after the end of the school year in question.

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Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in Working together to improve school attendance

https://assets.publishing.service.gov.uk/media/6a4f9ec6a6586e258d371bd0/Working_together_to_improve_school_attendance_2026.pdf