Featherstone Primary School
Register of Pupil Attendance and Admission Arrangements

Governing Board approval date: 01.10.26
Monitoring, evaluation and review: Annually

Introduction
This policy provides a framework and guidance for staff and parents to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available. The legal underpinning of this policy is based on the following http://www.legislation.gov.uk/uksi/2006/1751/regulation/5/made

Relationship to other policies, guidance and information
The policy on attendance should be read in conjunction with the policies on Admissions (website) and the Attendance Policy.

The register of pupils is the responsibility of the governors, and is wholly delegated to the school, through the Head Teacher, teaching staff and relevant support staff associated with registration of pupils.

All teachers are expected to

- Register pupils accurately and efficiently
- Report pupil attendance and lateness daily
- Encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences

The Attendance Lead will ensure that

- Pupil attendance and lateness are monitored regularly
- Where pupils are absent for long periods because of ill-health they will, where the reasons are understood, receive support from school to manage them back (wherever possible to full-time education)
- Attendance targets are set for individual pupils who are persistent in absence
- Parents or carers are contacted when reasons for absence are unknown or unauthorised.
- School attendance statistics are reported to the Local Authority through Census and Governing Board through the Head Teacher's Report

Arrangements for monitoring and evaluation

- The Head Teacher will, on a weekly basis, provide class data on pupil's attendance to parents through a weekly newsletter
- The data will be analysed and evaluated and reported to Governors termly through the Head Teacher's Report

Admission Register
The Admission Register for every school shall contain an index in alphabetical order of all the pupils at the school and shall also contain the following particulars in respect of every such pupil—
(a) name in full
(b) gender
(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 one telephone number 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
(f) name and address of the school last attended, if any
(g) any academic test results from pupils last school (if applicable)

Register of Pupils' Admission to School.
Total number of pupil places: 420 pupil places
School size: 2 form entry
Total number of pupils in each class: 30 pupils
Number of classes in each year: 2 classes in each year

Children are normally admitted to the Reception class at the beginning of the academic year in which they are five. The Local Authority (LA) is responsible for allocating places. The local authority publishes their admissions booklet during the Autumn term. Parents may complete the required 'Common Admission Form' and submit it by post or online.

All parents may put their child's name down at any time. Formal requests for a Reception place in school should be made in the Autumn term of the school year before your child is due to start school. An offer of a place cannot be made until the end of the Spring term. If a place is not immediately available, we ask that you are patient and contact Admissions and Appeals for any enquiries about your position on the waiting list and also, advise on the Appeals procedure.

Contact Details for Admissions and Appeals
Birmingham City Council
Directorate of Children, Young People and Families
School Admissions and Pupil Placement Service
PO BOX 16513
Birmingham
B2 2FF

Website: www.birmingham.gov.uk/schooladmissions