

Register of Pupils' Admission to academy

Principles

All Education Fellowship academies must keep an Admission's register. All pupils (regardless of their age) must be placed on the register.

Contents of Admission Register

The admission register for every academy shall contain an index in alphabetical order of all the pupils at the academy and shall also contain the following particulars in respect of every such pupil:

-  Name in full
-  Sex
-  The name and address of every person known to the proprietor of the academy 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
-  Day, month and year of birth
-  Day, month and year of admission or re-admission to the academy; and name and address of the academy last attended, if any

Amendments to the Admission Register

Every amendment made to the admission register must include:

-  the original entry
-  the amended entry
-  the reason for the amendment
-  the date on which the amendment was made
-  the name and position of the person who made the amendment

Preservation of the Admission Register

Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.

Children at Risk of Missing Education

All academies must inform their local authority of any pupil who is going to be deleted from the admission register where they:

-  Have been taken out of academy by their parents and are being educated outside the academy system e.g. home education (see below on home educated children)
-  Have ceased to attend academy and no longer live within reasonable distance of the academy at which they are registered
-  Have a medical condition certified by the academy medical officer that the pupil is unlikely to be in a fit state of health to attend academy
-  Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the academy at the end of that period
-  Have been permanently excluded

The local authority should be notified in advance of the deletion, when the academy becomes aware that the deletion will be made. All academy's must agree with the relevant local authority, the regular interval that the academy will inform the local authority of any pupil who fails to attend academy regularly, or has been absent without the academy's permission for a continuous period of 10 days or more. Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory academy age in their area who are not academy registered or receiving education otherwise than at a academy. Local authorities should trace those children and ensure that they receive full-time education.

Home Educated Children

On receipt of written notification to home educate, academies must inform the pupil's local authority that the pupil is to be deleted from the admission register. Academy's should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Academies and local authorities should not seek to prevent parents from educating their children outside the academy system. There is no requirement for parents to obtain the academy or local authority's agreement to educate their child at home.

Parents have a duty to ensure their child of compulsory academy age receives suitable full time education but this does not have to be at an academy.