



# RAINHILL HIGH SCHOOL

## REGISTER OF PUPILS



LFC ACADEMY  
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# REGISTER OF PUPILS

The removal of a child's name from the school roll is now governed by the Education (Pupil Registration) Regulations 2006 (SI 2006/1751), together with guidance, in force from September 2006.

These new regulations update and consolidate the 1995 ones and make some important changes. The most important section of the regulations is an exhaustive list of circumstances when a pupil's name can be deleted from the school roll. If the circumstance is not listed, or the procedure is not followed, the child's name cannot be removed lawfully.

## **WHY THE NEW LAW?**

The old regulations were difficult to interpret and apply. They required schools to share information with the local authority (LA) only where there were concerns about the pupil's attendance, or where the pupil had left to be educated outside the school system. They were introduced when it was rare for pupils to attend more than one school, and were drafted when the use of computerised registers was in its infancy.

It is against this background that the new law has been introduced.

## **Main changes**

The regulations:

- require schools to put pupils on the admissions register **on the first day** that the school expects them to attend, rather than when they first actually attend (reg 5)
- add an '**exceptional circumstances**' reason for non-attendance (school site or part of it closed, failure of school transport arrangements) (6)
- require the proprietor of a maintained/special school to grant leave of absence for a **holiday** only where the application is made in advance by a parent with whom the pupil normally resides, and where the circumstances behind such a request warrant it (7)
- widen the scope for pupils to register at **more than one school** (8)
- make changes to the grounds upon which a pupil's name may be **deleted** from the admissions register (8)
- add reference to when **permanent exclusion** takes effect under exclusion procedures for academies, CTCs or CCTAs under their funding agreements (8)
- allow **traveller children** to be marked as 'present at approved educational activity', as opposed to a separate code for when they are travelling, and provide for their dual registration (9)
- change the circumstances in which a return must be made to the LA to include details of pupils who have 10 days of continuous **unauthorised absence** (12)
- add to the requirement to make a **return** to the LA where a pupil's name is deleted for home educating; when the pupil no longer lives or boards within travelling distance of the school; when the school medical officer has certified that the pupil's health means s/he will not return to school while of compulsory school age; when the pupil has died or has been permanently excluded.  
The return must be made immediately the school becomes aware of the circumstances — and at least before deletion of the pupil's name (previously was immediately following deletion) (12)
- require any **amendment** to the register to show the original and amended entry, the reason for, date and author of, the amendment (13)
- allow schools to use electronic registers; allow for **electronic** back-up or micro-fiche copies of registers (as opposed to printouts); and require that those inspecting registers be given access to electronic registers and additional back-up copies (15)

## **SPECIFICALLY...**

The 2006 regulations:

- require all schools to keep admission and attendance registers (reg 4)
- prescribe particulars that must be contained in the registers (5 & 6)
- prescribe when leave of absence may be granted (for maintained and special schools) (7)
- specify grounds on which a pupil's name must be deleted from the admission register (8)
- provide for dual registration for pupils with no fixed abode (9)
- make provision for the inspection of (10), obtaining extracts from (11), method of making entries in (13) and preserving (14) the registers and the use of computers (15)
- specify circumstances for returns of the contents of the register to be made to the LEA (12)