



Register of Pupils' Admission to school Aldermaston CE Primary School

Version: 1

Reviewed by: Full Governing Board

Date adopted by Committee: November 2023

Review by: November 2024 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs 	November 2023
Chair of Governing Board	 Mrs C Watchorn	November 2023

Purpose

In accordance with The Education (Pupil Registration) (England) Regulations 2006, the Education (Pupil Registration) (England) (Amendments) Regulations 2010 and 2013 and the procedure prescribed by West Berkshire Council, the school maintains a record of all pupils which attend the school. The record is held on the School's Information Management System (SIMS) and is maintained by the School's Office Manager, or the Finance Officer in her absence, the Finance Officer updates data through her Admin role and the Office Manager is responsible for ensuring personal information is updated.

This record is backed up daily through the West Berkshire Council's computer system.

This is a live document.

Who/what was consulted?

Headteacher, Chair of Governors, Safeguarding Governor, School Office Manager.

Relationships to other policies

This policy has a direct link with all school policies.

Roles and responsibilities

The Headteacher will report to the Full Governing Body on a termly basis via the Headteacher's report on the number of pupils on roll. The Headteacher has operational responsibility for this policy. In the absence of the Headteacher the Deputy Head will act.

The Office Manager is responsible for updating the record whenever a new pupil arrives, one leaves or there is a change of personal information.

Monitoring and evaluating effectiveness of policy

Termly at Full Governing Body meetings and at other times by exception.

Review date:

November 2024

Appendix B - MODEL POLICY REVIEW CHART

Name of Policy	Approved by Governors	Date of next review	Governor responsible	Lead staff member
Register of Pupils' Admission	February 2015	February 2017	CATHY JONES	RHODRI BOWEN
Register of Pupils' Admission	February 2017	Feb 2019	Cathy Jones	Rhodri Bowen
Register of Pupils' Admission	June 2020	June 2021	Cathy Jones	Mel Higgs
Register of Pupils' Admission	October 2021	October 2022	Cathy Jones	Mel Higgs
Register of Pupils' Admission	October 2022	October 2023	Cathy Jones	Mel Higgs
Register of Pupils' Admission	<i>November 2023</i>	<i>November 2024</i>	<i>Cathy Jones</i>	<i>Mel Higgs</i>