



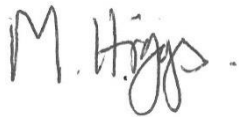
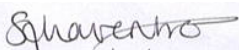
## Register of Pupils' Admission to school Aldermaston CE Primary School

**Version:** 1

**Reviewed by:** People Committee

**Date adopted by FGB:** 04/10/2021

**Review by:** October 2022 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs 	October 2021
Chair of Governing Board	Mrs S Chaventre 	October 2021

**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:**

October 2022

Appendix B - MODEL POLICY REVIEW CHART

Name of Policy	Approved by Governors	Date of next review	Committee / governor responsible	Lead staff member
<b>REGISTER OF PUPILS' ADMISSION</b>	February 2015	February 2017	<b>CATHY JONES</b>	<b>RHODRI BOWEN</b>
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