

ADMISSION AND ATTENDANCE REGISTERS POLICY

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The purpose of this policy is to provide guidance to employees of Benenden School (Kent) Limited and its subsidiaries (collectively 'Benenden' or 'the School').

Admission Register

On acceptance of a pupil to the School, the Admissions Department enter the following details onto iSAMS:

- Full Name
- Sex at birth
- Date of Birth
- Name and address of every person known to be a parent of the pupil
 - An indication of which parent(s) the pupil normally lives with
 - Which parent(s) hold parental responsibility
 - At least two phone numbers at which each parent can be contacted in an emergency
- Date of admission to the school (the first day of the first term in school) [the adding of this information is managed by the IT department as part of the rollover process in the Summer holiday]
- Previous School (name and address)
- An indication of whether they are boarders or day-boarders

Once the student has commenced, the School Office will update details as and when advised by parents, including contact details for guardians of overseas students (stored in the system and printed separately to the register).

Where a parent notifies the School that a pupil will live at an additional address or a new address, that information will be added to the Admission Register by the School Office with the full name of the parent with whom the pupil will normally live and the date from which it is expected the pupil will live there. The exported copy of the Admission Register contains the current addresses; previous printed/exported copies contain previous addresses. The database can only hold current addresses.

When a pupil leaves the School a leaving date is entered onto iSAMS, along with (for those leaving before the end of Year 13) the name of the destination school and the expected start date, by the School Office.

A monthly report of the Admission Register and the Leavers' Register is printed by the School Office each month and filed after being signed by the First Deputy. Electronic copies of the monthly report are retained for three years.

Changing Schools

1. When a pupil leaves the School to attend another school, the name of that school and the start date of the pupil's attendance there (when known) will be added to iSAMS.
2. The DSL's office writes to the pupil's destination school to let them know that the parents have informed us that the pupil will be attending their school. We ask for written, or electronic, communication to confirm that the pupil takes up the place. This is to ensure that no pupil goes missing in education.
3. The pupil is off-rolled from Benenden School, by the First Deputy, via the Kent Education digital front door at www.kelsi.org.uk
4. Where there is no information about a pupil's future place of education or the pupil is to be home schooled, we contact the pupil's home local authority to let them know that the pupil has left us and that they need to follow up her education plans to ensure she does not go missing in education.

5. The School acknowledges its duty as laid out in Children Missing Education Sept 16 to off-roll any pupil who leaves the School at a non-standard transition point.

Attendance Register

All boarders are registered twice in House on a daily basis. Day boarders are registered twice in the school day: on arrival in the morning and in the first lesson after lunch, with those not in lessons being accounted for in House.

Regular monitoring is carried out on a monthly basis by the First Deputy.