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Admission and Attendance Register

All Kings' policies, including this Admission and Attendance Registers Policy, will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each college. Review dates will be similar for each college.

Date	Review Date	Coordinator	Nominated Director
10/01/12	10/01/12	WELFARE OFFICER	NIGEL PAMPLIN

Kings believe we conform with The Education (Student Registration) Regulations 2006 that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and that student attendance must be recorded.

We wish to work closely with the School Forum and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims & Objectives

- To comply with The Education (Pupil Registration) Regulations 2006.
- To ensure that students who are enrolled are actually attending lessons and subject to our safeguarding policy

Procedure

Role of the Board of Directors

The Board of Directors has:

- Delegated powers to the Principal who will be responsible for the day to day management of the attendance system;
- delegated powers and responsibilities to the Principal to ensure all staff and teachers are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies including this policy are made available to parents via our website
- nominated the Academic Development Director to visit the school regularly, to liaise with the Directors of Studies and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Director of Academic Development

The Director of Academic Development will:

- regularly visit the school's Principal and Director of Studies to ensure the policy is implemented effectively
- report back to the Board of Directors

Role of the Principal

The Principal will:

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- ensure all school personnel, students and parents are aware of and comply with this policy by taking a register of attendance for every lesson, which will be recorded manually and the student's global attendance percentage for the week is transferred to an electronic data base, usually Class
- ask the Student Forum for feedback on this policy
- monitor the effectiveness of this policy;
- meet with the Director of Academic Development and Director of Studies regarding the development of this policy

Role of the Directors of Studies and First Day Contacts (nominated by Director of Studies)

The Directors of Studies and First Day Contacts will:

- lead the development of this policy throughout the school;
- work closely with the Principal and the Director of Academic Development;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Principal and Director of Academic Development on the success and development of this policy

Admissions Register

The admission register (CLASS database) contains an alphabetical index of all the students in the school. The following will be recorded for each student:

For academic students:

- Student's full name
- Gender
- Parent's/guardian's/parent's representatives name and address
- The name of the person who has custody of the child
- Emergency contact numbers of the parent/guardian/parent's representatives
- Admission date
- Course details and duration of course
- Copies of high school transcripts from last school attended

For EFL students:

- Full name
- Gender
- Admission date
- Course details and duration of course
- Emergency contact numbers of the parent/guardian/parent's representatives

Students will be entered on the admission register on the first day that we expect them to attend.

Attendance Registers

Class registers will be derived from the college's registers above, so that teachers know who should be in each class.

We believe that attendance registers are important for:

- effective attendance management
- providing evidence in the event of prosecution of parents under the Education Act 1996
- We have in place a manual attendance register system, which is transferred weekly to computerized CLASS database. This shows the cumulative total of attendance.
- Entries will be taken at each lesson.
- All absences will be recorded.
- Absences will be classed as either 'authorised' or 'unauthorised' based on the following criteria:

Authorised:

- **Certificated illness**
- **Late arrival/early departure in and from UK owing to visa or passport issues**
- **University/school visits and interviews**
- **Medical appointments that cannot be arranged outside of school hours**
- **Visa renewal**
- **Family and personal reasons at the school's discretion**
- **NB Approval for authorised absence needs to be agreed with the Principal/Principal's delegate (usually Director of Studies) in advance**
- **Unauthorised:**
- **Any absence for which prior approval has not been given**
- **For any illness which is not certificated**
- **Late arrivals i.e. 10 minutes after the start of class**

The only time when a register will not be taken is when the school has had to close due to:

- in-service training
- severe weather conditions
- structural damage
- fire

Inspection of Admission and Attendance Registers

The admission register and all attendance registers are available at all times for inspection by:

- HM Inspectors
- Ofsted
- British Council
- UKBA

Preservation of Registers

- The admission register will be retained indefinitely.
- All attendance registers will be retained for a minimum of three years from the end of the student's course.

School Personnel

School personnel will:

- comply with all aspects of this policy;

Teachers will:

- ensure that the attendance register will be taken at the beginning of every lesson;
- bring to the attention of the Director of Studies any irregularities in student attendance
- Welfare staff:
- notify the Director of Studies of any absences and whether authorised or unauthorised

Role of Students

Students will:

- maintain good attendance throughout the year;
- ensure they report their own absence to school by 9.00am on the morning of their absence
- **seek permission for authorised absence where possible and advise teachers of authorised absence in advance**

Role of the Student Forum

The Student Forum will be involved in:

- determining this policy with the Principal;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Principal

Role of Parents/Guardian/Parent's representatives

Parents/Guardians/Parents representatives must:

- be made aware of this policy;
- encourage their children to attend school regularly;
- be informed of their child's absence through reports
- be expected to offer support of this policy

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually or when the need arises and the necessary recommendations for improvement will be made to the Board of Directors.

Principal:		Date:	
Chair of Board of Directors:		Date:	