

EP Admissions - Arrangements / Register Policy and Procedure

To be read in conjunction with our Attendance Policy

Admissions

All of our referrals come directly from the Special Educational Needs team at West Berkshire Council (WBC). All students referred to EP will have an Education, Health and Care Plan (EHCP). Parents / Carers are unable to 'choose' EP as an option for secondary education in the first instance.

Admissions Register

Engaging Potential (EP) recognises that the admissions register is subject to the Education (Pupil Registration) (England) Regulations 2006, and observes its duty under these regulations to inform the local authority of any young person with 10 continuous days of unauthorised absence; any young person who fails to attend regularly; and any deletion from the admissions register where the school the young person is moving to is not known.

In line with the regulations, the admissions register includes the following information about young people:

- Full Name (names are in alphabetical order)
- Gender
- Name and Address of All parents/guardian with an indication of the parent / guardian with whom the young person normally resides
- At least one telephone number at which a parent / guardian can be contacted in an emergency
- Date of birth
- Date of admission/readmission
- Name and address of previous school
- Pupils Moving to a New Address and/or School
- the name of pupil's other or future school and the pupil's start date or expected start date there

Procedure

At EP, the Centre Manager is responsible for maintaining the admissions register. All entries are made electronically, and the register can be printed.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which EP has agreed, or been notified, that the pupil will attend.
- The register is completed at the beginning of the morning and the afternoon sessions
- The register is completed using information stipulated in section 6 of the Education (Pupil Registration) (England) Regulations 2006
- Any inclusion or deletion from the register is made by the Centre Manager. When making adjustments, the original entry remains clearly visible
- The register is backed-up on a daily basis, and all entries on the register are kept for a minimum of three years
- The admissions register can be printed out if required

Version	Date	Description	Initials
1			TW
2	31/08/16	Revised and Updated	TW
3	30/06/17	Revised and Updated	TW
4	28/02/20	Revised and Updated	TW