

## Admissions and Attendance Policy (including EYFS)



The school has certain legal and statutory requirements for both complete admissions data as well as maintaining accurate attendance registers. Specific information about pupils must be recorded before and when a pupil starts. This is all recorded on the school management information system (currently SIMS).

This policy outlines what information is required when a prospective pupil is registered, what the school's responsibility is for monitoring attendance and what occurs when a pupil leaves the school. Advice and guidance is taken from the DfE publication '*Children missing in Education*' (2016).

At all entry points the intention is to assess through age-appropriate means whether the child would benefit from an education at Trinity School and whether the child will contribute positively to the school community. Where appropriate, school reports will also be sought to augment the assessment methods used by the school. Potential pupils will be offered a taster day at a mutually convenient time and day. This is to help with the decision making both for the school and the pupil.

### Admissions register

For each pupil the following information will be collected:

- Name in full
- Gender
- Date of birth (day, month, year)
- Name and address of every person known to be the parent and where the child resides.
- At least one emergency contact number for a parent
- Any new address or additional place(s) of residence of the pupil and the date that the pupil began to live there (for admission after September 2016)
- Full name of the parent(s) the pupil lives with
- Date of admission/ readmission
- Identification of whether they are a boarder/ day pupil.
- Name and address of last school
- Name and start date of destination school (from September 2016)

The local authority will be informed when a pupil's name is added or removed from the school roll at non-standard transition points. Advice is taken from the local authority when necessary to clarify a position.

### Applications from Overseas Pupils

Pupils who are applying from overseas will need to provide school reports, clear intent and capability for completing the course they are applying for as well as sitting the Cambridge English Test to assess their level of English, prior to acceptance at the school. On arrival, they will also sit another internal EAL test for internal purposes. Those pupils that require a Visa will need to provide further information and communicate with the school Registrar to ensure that UKVI procedures and requirements are followed. As a Tier 4 Sponsor the school has specific responsibilities that must be adhered to and will only accept pupils that can fulfil these.

## Attendance Register

Pupils are registered at the am and pm sessions by their form tutors or teachers on SIMS.

Senior staff complete registers for each lesson where possible on the school management system, or alternatively on paper.

## Absences from school

Wherever possible prior notification of absence from school should be given in writing by parents. Where this is not possible, written confirmation of the reason for absence should be brought on return to school.

Absence from school remains unauthorised until a note is received.

If pupils are late for registration, they should report to the School Office immediately on arrival at school.

Absence from school, for whatever reason, will be recorded on SIMS and monitored by pastoral staff.

Boarders are registered at various times before and after school. If a boarder is ill, the school nurse will liaise with the school office and boarding staff. Should a boarder need to be absent from school for other reasons, written permission and reasoning will need to be given by the parents or guardian. Boarders leaving early or returning late from a school holiday will need to provide boarding staff with a copy of their transport details and dates.