



Arnold Lodge School  
**Admission and Attendance Register Policy**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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**Aims:**

The school will admit pupils who reflect a full range of ability and who are representative of a broad community (see Equal Opportunities Policy). The pupils will be those who demonstrate a positive attitude to learning, and who are most likely to make the most of the opportunities offered by the school. The school will be proactive in encouraging new admissions, and promoting the growth and development of the establishment.

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**Objectives:**

To have a record of admissions and attendances.

To admit each pupil on the basis of availability of places, providing that the school can meet the child's needs adequately.

To operate a waiting list in the case that a year group is full.

To ensure that prospective parents and pupils understand fully, and are willing to support, the ethos of the school.

To make an assessment of each child's strengths and weaknesses on entry, in order to help him/her achieve his / her full potential.

To forge links with the local community and businesses, in order to ensure that pupils are drawn from a range of backgrounds and cultures.

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**Strategies for Implementation:**

To invite prospective pupils to visit the school prior to entry, for a taster day or an assessment day or examinations. Taster days will be held in collaboration with parents

To observe and record strengths, weaknesses and attitudes, both prior to and on entry. This is to be done through testing, examinations, observation and from the evidence of the child and his / her parents and other relevant agencies including previous schools.

To inform prospective parents about the ethos and practice of the school through the prospectus, the website and the parent handbook.

The school opposes all forms of unlawful and unfair discrimination and will accept pupils irrespective of race, culture, class, gender; the school welcomes pupils with special needs or abilities if able to meet their needs within the resources available.

A letter from the Principal will be sent confirming whether or not a place has been offered.

Parents will be informed of their obligation in accepting a place at the school, to uphold our ethos and practice.

To send home a welcome pack containing the Parent Handbook, as other information including as appropriate details of the pupil's house, form, arrangements for the first day and 'buddying' procedure, as well as forms for administrative information.

An admissions record will be kept which contains name in full, sex, name and address of every person known to the proprietor to be a parent of the pupil and an indication of the parent with whom the parent normally resides; at least one telephone number of a parent who can be contacted in an emergency; day, month and year of birth; day, month and year of admission or re-admission to the school; name and address of the last school attended if any.

Attendance registers will be completed at the start of each morning session and once during each afternoon session; they must show whether the pupil is present, absent, attending an approved educational activity outside school, unable to attend through exceptional circumstances, taking authorised absence and taking unauthorised absence.

To communicate and interact with the public and outside agencies, via the school website, mail shots, media publicity, events and Open Days.

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## **Resources:**

Prospectus

Website

Links with outside agencies

## **Review of the Policy: 2011**

Reviewed march 2010