



An outline of the 2006 Pupil Registration Regulations and the changes from the 1995 Pupil Registration Regulations



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This information is not a substitute for the regulations and we recommend that staff in schools and local authorities also read the following:

- “Pupil Registration Regulations 2006”, which are available at www.opsi.gov.uk/si/si2006/20061751.htm, including the explanatory note attached to the back of the regulations;
- the “Explanatory Memorandum”, which is available at www.opsi.gov.uk/si/em2006/uksiem_20061751_en.pdf and accompanies the regulations and explanatory note; and,
- “School Attendance Codes” and “Keeping Pupil Registers” guidance, which is available at www.teachernet.gov.uk/wholeschool/behaviour/attendance/pupilregis.

Unless stipulated each regulation applies to all schools in England from 1 September 2006.

Regulation 3:

revokes the 1995 regulations and subsequent amendments of 1997 and 2001 but only in England. Schools in England must follow the 2006 regulations with schools in Wales following the 1995 and 1997 regulations.

Regulation 4:

requires schools to keep admissions and attendance registers. It does not change the 1995 regulation.

Regulation 5:

stipulates the information that schools must record in the admissions register. There is one change from the 1995 regulation. Schools must now put pupils on the admissions register on the first day that the school expects them to attend **not**, as previously, when they first attend.

Schools should remember that all pupils on the admissions register must also be entered on the attendance register and their attendance recorded.

Regulation 6:

governs the contents of the attendance register and when it must be taken. It is largely unchanged from the 1995 regulation. Schools can now mark pupils as “unable to attend due to the exceptional circumstances defined in the regulations”; namely:

- the school site, or part of it, is closed for example due to a heating failure or flooding; and
- the transport arrangements made by the school or local authority have failed;

in addition to the three existing marks of: “present”; “present at approved activity”; and “absent”. As with the previous regulations, schools must record whether compulsory school-age pupils’ absence is authorised or unauthorised and cannot use the mark “not required to attend”, which the national absence codes will achieve.

In a change to the 1995 regulations, schools can now mark all children, including Travellers’ children, as “present at approved educational activity”.

Regulation 7:

covers maintained schools and special schools power to grant a leave of absence. There is one change to the regulation. Schools must now be satisfied that the circumstances behind the request warrant agreeing to the absence.

Regulation 8:

stipulates the circumstances when schools can delete pupils from the registers; they cannot delete pupils from the registers in circumstances other than those stipulated in the regulations and they cannot delete pupils from the attendance register until they are deleted from the admissions register. The changes from the 1995 regulations are:

- i. Schools can agree to all pupils registering at more than one school rather than only those in special circumstances, which was the case in the 1995 regulations. Linked with this change is a new restriction that pupils registered at more than one school cannot be deleted from a school’s registers unless one of the other schools agrees to the deletion.
- ii. The 2006 regulations introduce a requirement that both the school and the local authority make reasonable enquiry to locate a pupil who fails to return from extended leave of absence before deleting the pupil from the registers.
- iii. If a pupil is certified as unlikely to return to school for health reasons, the pupil or his parents must indicate that the pupil does not intend to continue his education at the school beyond compulsory school-age.

- iv. The regulation allowing the deletion of pupils with four week continuous absence is now restricted to unauthorised absence but retains the requirement for both the school and the local authority to try to locate the pupil before the deletion is made.
- v. Schools can only delete pupils who are in custody if they are serving a sentence of at least four months. They cannot delete pupils who are in custody for any other reason.

Regulation 9:

now governs dual registration of Travellers' children; establishes which school is the "base school"; and prevents the deletion of pupils from the registers of the base school. It does not prevent their deletion from the registers of other schools, which is governed by regulation 8.

Regulation 10:

which has not changed, permits school inspectors to inspect school registers. It also allows authorised local authority staff to inspect maintained schools' registers.

Regulation 11:

which has not changed, permits anyone who has the authority under regulation 10 to inspect the registers to take extracts.

Regulation 12:

deals with information returns to the local authority. It now requires schools to provide their local authority with the details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence. It also requires schools to inform their local authority of the following deletions of compulsory school age pupils as soon as they become aware of the circumstances and before the deletion is made:

- the pupils' parents have advised in writing that they are withdrawing their children to educate them at home;
- a pupil has ceased to attend the school and no longer lives or boards within travelling distance of the school;
- the school medical officer has certified that the pupils' health mean they will not return to the school before reaching the end of their compulsory school age; and
- permanent exclusion.

Regulation 13:

stipulates that entries in registers must be made in a permanent format and now requires any amendments to show:

- the reason for them;
- who made the amendment; and
- why it was made.

Regulation 14:

which requires schools to keep a copy of all registers for at least 3 years, has not changed.

Regulation 15:

permits schools to use electronic registers and has two changes from the 1995 regulations. The first is to allow schools to take electronic back-up or micro-fiche copies of registers rather than print outs. The second is to ensure that those inspecting registers are given access to the electronic registers and additional back-up copies.



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