



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

REGISTER OF ADMISSIONS

Author	Title	Date Authorised	Review Schedule (Years)	Review Date
Lindey Webb	20. Register Of Admissions	Nov 2019	1	Nov 2020

Governors of The Brow require a full list of all pupils who are formally registered at our school is kept and maintained up to date using the SIMS system. This register is controlled by School designated staff, and is made available to competent authorised bodies for scrutiny, for example, Education Welfare Officer.

Governors also require that pupils who are to be formally registered at our school, follow the admissions process and that a formal needs assessment be carried out for mobile pupils before starting at our school.

We have specified the grounds upon which a pupil's name must be deleted from the admission register. We will also follow Local Authority procedures by informing them when children leave and following their 'Children Missing in Education' policy.