



THE PRIORY
LEARNING TRUST

Register of pupils Admission to School and Attendance Policy Statement

Policies approved by the Board of Trustees

Signed:

Name: Barry Wratten

Date: 1st September 2020

Chair of Board of Trustees

Authorised for Issue

Signed:

Name: Neville Coles

Date: 1st September 2020

Chief Executive Officer

History of Policy Changes

Date	Version	Change	Origin of Change e.g. TU request, change in legislation.	Changed by
April 2020	1	Creation of Policy	Trustees review of statutory policies.	Sarah Gibbon

This policy applies to The Priory Learning Trust and all its academies

Date policy adopted	September 2020
Review cycle	Annual
Review date	May 2021

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1. Policy Statement

This policy statement is in place to confirm the arrangements for the Admission Register and Attendance records of each Academy within The Priory Learning Trust:

- Each Academy must, by law, have an admission register and an attendance register, normally stored on the central MIS system, in line with the DfE Guidance on School Attendance (click [here](#) for further details)
- The admission register and attendance registers must be maintained in line with the DfE Guidance of School Attendance
- Records will be kept on the admission register and attendance register in line with the Priory Learning Trust's Retention Schedule

2. Policy Review

The working of this policy will be reviewed by the Trustees annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.