



Deanshanger Primary School

Admissions Register

All schools have a duty to keep an admission register which includes the following information for each pupil:

- Full name
- Sex
- Parents' name and address
- Emergency contact details of the parent with whom the pupil normally lives
- 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

If a parent tells the school that the pupil will live with a parent at another address in the future (either as well as, or instead of, the pupil's current address), the register must include:

- The full name of the parent with whom the pupil will normally live
- The pupil's new address
- The dates from which it is expected the pupil will live there (if it is reasonably practicable for the school to obtain this information)

If a parent tells the school that the pupil is also registered at another school, or will be attending another school in the future, the register must include:

- The other school's name
- The first date on which the pupil attended or is due to attend that school

This information is only required where it is reasonably practicable for the school to obtain it.