

Willow House School Admission Policy

Willow House School recognises that Independent schools have a duty (under the 2006 Student Registration Regulations) to inform the local authority of any student with 10 continuous days of unauthorised absence; any student who fails to attend regularly; and any deletion from the school register where the school that the student is moving to is not known. All schools should ensure they are making regular admission returns to the local authority where relevant, as they are unlikely to meet Independent School standards if they are not doing so.

Willow House School are required to keep an admission register which contains an index in alphabetical order of all the students at the school and the following information about each student:

- name in full
- gender
- the name and address of every person known to the proprietor to be a parent of the student and, against the entry on the register of the particulars of any parent with whom the student normally resides, an indication of that fact and an emergency telephone number
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended,

All newly admitted children to Willow House School must have the form at the end of this policy completed for them upon entry by the Lead Teacher and Lead Therapeutic Parent using the Joining Plan and other supporting documentation where necessary.

Children Missing Education

Willow House School pays full regard to the DfE Guidance in Children Missing Education (August 2024).

Willow House School complies with the following statutory responsibilities:

Willow House School must enter students on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. If a student fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Willow House School must monitor students' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of students who fail to attend regularly, or have missed ten school days or more without permission

Willow House Schools should monitor attendance closely and address poor or irregular attendance. It is important that students' poor attendance is referred to the local authority.

Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

Willow House School must also arrange full-time education for excluded students from the sixth school day of a fixed period exclusion.

Willow House School have a safeguarding duty in respect of their students, and as part of this should investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the 'Keeping Children Safe in Education statutory guidance (September 2026).

Recording information in the school's admission register

It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage parents and social workers to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education. Where a parent or social worker from placing local authority notifies a school that a student will live at another address, all schools are required to record in the admission register:

- a. the full name of the parent with whom the student will live;
- b. the new address; and
- c. the date from when it is expected the student will live at this address.

Where a parent of a student notifies the school that the student is registered at another school or will be attending a different school in future, schools must record in the admission register:

- a. the name of the new school; and
- b. the date when the student first attended or is due to start attending that school.

Sharing information with the local authority

Willow House School must notify the local authority when a student's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations as soon as the ground for removal is met and no later than the time at which the student's name is removed from the register. This duty does not apply at standard transition points – where the student has completed the school's final year – unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a student's name is to be removed from the admission register, the school must provide the local authority with:

- a. the full name of the student;
- b. the full name and address of any parent with whom the student lives;
- c. at least one telephone number of the parent with whom the student lives;
- d. the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
- e. the name of student's destination school and the student's expected start date there, if applicable; and
- f. the ground in regulation 8 under which the student's name is to be removed from the admission register

Willow House School are required to notify the local authority within five days when a student's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the student. This duty does not apply when a student's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided.

Policy review

This policy document will be reviewed by the Education Director on an annual basis to ensure it is up to date with current legislation and best practice.

Date approved: July 2016

Date last reviewed: September 2026

Next review (or before): September 2027

Signed: 

Position: Education Director

Staff Acknowledgement

In signing this document I am confirming I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Head Of Education.

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

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School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

Appendix A: Admission Form

Childs Name:

Gender: Male / Female* (*Delete as appropriate)

Name and address of every person known to be a parent of the student:

Date of Birth:

Date of Admission to School:

Name and address of the School last attended: