

Lincoln Minster School

Admissions Register

1. Policy Statement

Lincoln Minster School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) (England) Regulations 2006.

This document is reviewed annually by the Headteacher or as events or legislation change requires. The next scheduled date for review is August 2022.

Reviewed By	Maria Young; Head
Date	August 2021
Reason for Change	Annual review
Next review date	August 2022

2. Procedures

The Admissions Register is kept on the school network, is managed by the Admissions Department and includes the following:

- Full name
- Sex – this should be birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18)
- Name and address of every person known to the school to be a parent of the pupil (and an indication of the parent/guardian with whom the pupil normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Date of birth
- Date of admission / readmission to the school
- Name and address of previous school, when available
- Whether the pupil is a day or boarding pupil

- The Admissions register is held in electronic format
- Only the Director of Studies, Network Manager, Bursar and Admissions Department have access to make amendments to the register
- The inclusion /deletion from the register is carried out according to the Education (Pupil Registration) (England) Regulations 2006
- All staff members have access to a read-only version of the register
- It is backed-up electronically no less than once a month
- It is kept for at least three years

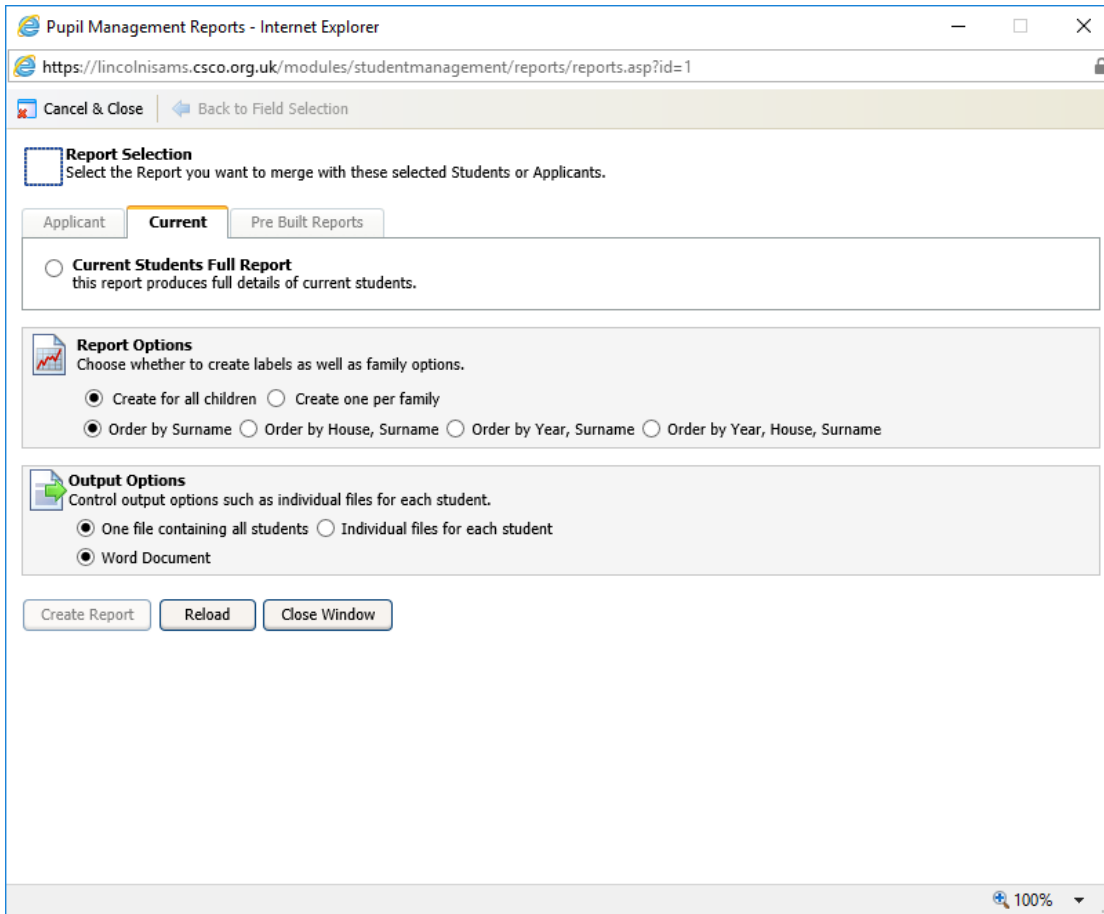
3. Instructions for Backing up the Admissions Register

The Admissions Register is required to be backed up on the last day of every month. This should be carried out by the school Admissions Department or IT Department and the procedure for doing this is outlined below:-

1. Within iSAMS – select the ‘Pupil Manager’ module from the right hand side of the page.
2. In the new window, ignore all filters and select ‘Search’ at the bottom of the window.
3. All students should then appear in a list form.
4. Ensure the page size is set to ‘P/S – All’.
5. Tick the Box at the top left of the list to fill in a tick for all students.
6. The top right box will now be pink and from the drop down menu select ‘Pupils Reports’.

The screenshot shows the iSAMS Pupil Manager interface. The main window displays a list of 517 pupils with columns for Pupil's Name (Pre Name), Form, Academic Ho..., and House. A dropdown menu is open over the list, showing various options including 'Pupils Reports', 'Export Pupil Records', 'Export Pupil Reports', 'Export Pupil Lists', 'Export Pupil Accounts', 'Export Pupil Badges', 'Export Pupil Labels', 'Export Pupil Address Labels', 'Export Pupil Exam Table Cards', 'Export Pupil Fees and Billing', 'Export Pupil Create Change Sheet', 'Export Pupil Timetable Options', 'Export Pupil View Timetables', 'Export Pupil Add to NEW Group', 'Export Pupil Add to PREVIOUS Group', 'Export Pupil Group Saving', 'Export Pupil Pupil Photo Report', 'Export Pupil Pupil Simple Report', 'Export Pupil Pupil Group Report', 'Export Pupil Pupil Add to NEW Group', 'Export Pupil Pupil Add to PREVIOUS Group', 'Export Pupil Pupil Create Change Sheet', 'Export Pupil Pupil Timetable Options', 'Export Pupil Pupil View Timetables', 'Export Pupil Pupil Add to NEW Group', 'Export Pupil Pupil Add to PREVIOUS Group', 'Export Pupil Pupil Create Change Sheet', 'Export Pupil Pupil Timetable Options', 'Export Pupil Pupil View Timetables'. The 'Pupils Reports' option is highlighted in pink.

7. On the next window select ‘Current’ and select ‘Current Students Full Report’ (leaving all other selections as default and select ‘Create Report’.



The screenshot shows a web browser window titled "Pupil Management Reports - Internet Explorer". The address bar contains the URL: <https://lincolnisams.cscsco.org.uk/modules/studentmanagement/reports/reports.asp?id=1>. The page has a navigation bar with "Cancel & Close" and "Back to Field Selection". The main content area is titled "Report Selection" and includes the instruction "Select the Report you want to merge with these selected Students or Applicants." Below this are three tabs: "Applicant", "Current" (which is selected), and "Pre Built Reports". Under the "Current" tab, there is a radio button option for "Current Students Full Report" with the subtext "this report produces full details of current students." Below this is a "Report Options" section with the instruction "Choose whether to create labels as well as family options." It contains four radio button options: "Create for all children", "Create one per family", "Order by Surname", and "Order by House, Surname". Below that is an "Output Options" section with the instruction "Control output options such as individual files for each student." It contains three radio button options: "One file containing all students", "Individual files for each student", and "Word Document". At the bottom of the form are three buttons: "Create Report", "Reload", and "Close Window". The browser's status bar at the bottom right shows a zoom level of 100%.

8. In the 'Save File As' option, go to Staff Resources, Senior, Admissions Register.
9. Now save the file as 'Admissions Register' followed by the date