



L.E.A.D. Academy Trust

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# Register of pupils' admission to school Policy

**Review frequency:** Live document.

**Approval:** The governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher or the proprietor must “cause to be kept” a register.

## **Policy Statement**

### **Introduction**

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

Each academy must have a register of pupils' admission. The register itself can be kept by appropriate school staff.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

### **Legal Framework**

[The Education \(Pupil Registration\) \(England\) Regulations 2006: \(SI 2006/1751\)](#) as subsequently amended: [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#) and [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).