



Westmoor Primary School

Statement

Completing the admission and attendance registers

Westmoor Primary School are compliant with the 'Pupil Registration Regulations 2006', which make it compulsory for all schools and academies, including independent schools, to keep and maintain an admission register and an attendance register for every pupil.

This includes;

- Information needed on the admission register
- Deleting a pupil's name from the admission register
- Information needed on the attendance register
- Absent pupils Information needed if the registers require amendment

January 2022