



Beechwood Primary School

Register of Pupil Admissions

Introduction

Beechwood Primary School uses the SIMS database to record and maintain pupils' data who attend our school.

New September intake details are sent via Wokingham Borough Council as an ATF (Admission Transfer File) via the DFE S2S website. These details are downloaded onto the SIMS database in readiness for the new academic year. Each ATF record is checked against Beechwood Primary School's Admission Booklet for each child and ensures that each child's record is recorded accurately onto the SIMS database.

Each record is checked for:

- Pupil's full name
- Pupil's date of birth
- Pupil's address
- Telephone numbers
- The pupil's gender
- Siblings
- Previous school/setting
- Admission date
- Ethnicity
- Religion
- First/home language
- Parent/Guardian details with parental responsibility
- Emergency contact details other than parent/guardian
- Medical details, including name of doctor plus details of any severe allergies –wasp sting etc.
- Lunch arrangements
- Travel arrangements
- Educational needs – Statement/Early Years Action+ etc
- Any other useful information

Parent/Guardians are reminded regularly about the need to keep their child's detail's up to date with any changes to contact telephone numbers, addresses etc.

Any pupil migration (entry and leavers) a CTF (Common Transfer File) is sent to/from the new school via the DFE S2S website.

SIMs database is also used for daily attendance records and assessment details.

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Reviewed: September 2015

Next Review: September 2016