
STATUTORY INSTRUMENTS

2024 No. 208

**The School Attendance (Pupil
Registration) (England) Regulations 2024**

Contents of admission register

8.—(1) The proprietor of a school must ensure that the name of each pupil at the school is entered in the school's admission register on the pupil's starting day, before or at the beginning of the first school session on that day.

(2) The proprietor must ensure that the admission register contains the following information about each registered pupil—

- (a) full name;
- (b) name that the pupil uses at school;
- (c) sex;
- (d) address;
- (e) the full name and address of each of the pupil's parents;
- (f) which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency;
- (g) day, month and year of the pupil's birth;
- (h) day, month and year of the pupil's starting day at the school;
- (i) name and address of the last school the pupil attended, if any.

(3) If a parent of a registered pupil has told the proprietor that the pupil will in the future normally live with a parent at a specified address (in addition to or instead of any address where the pupil currently normally lives) the proprietor must ensure that the admission register contains—

- (a) the address;
- (b) the full name of each parent the pupil will normally live with;
- (c) the date when the pupil will start normally living there.

(4) If the proprietor is aware that a registered pupil is or will be attending another school (in addition to or instead of the school) in one of the circumstances in [paragraph \(5\)](#) the proprietor must ensure that the admission register contains—

- (a) the name of the other school;
- (b) the date when the pupil started or will start attending that school.

(5) The circumstances are that—

- (a) a person with control of the pupil's attendance at the other school has told the proprietor that the pupil is or will be attending that school; or
- (b) the proprietor is a person with control of the pupil's attendance at the other school and is requiring or will require the pupil to attend that school.

(6) If the school has boarding pupils the proprietor must ensure that the admission register states whether each registered pupil of compulsory school age is a boarder or a day pupil.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(7) If any of the details of a registered pupil mentioned in paragraphs (2) to (6) changes the proprietor must ensure that the admission register is amended accordingly as soon as reasonably possible.