

The Pupils' Registration (Guernsey) Regulations, 1970

Made 9th November., 1970
Laid before the States, 1970
Coming into operation 9th November., 1970

THE STATES EDUCATION COUNCIL, in exercise of the powers conferred upon it by subsection (1) of section thirty-six of the Education (Guernsey) Law, 1970, and of all other powers enabling it in that behalf, hereby orders :-

Citation. 1. These Regulations may be cited as the Pupils' Registration (Guernsey) Regulations, 1970, and shall come into operation on the ninth day of November, nineteen hundred and seventy.

Interpretation. 2.(1) In these Regulations, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say :-

- "the Council" means the States Education Council;
- "the Law" means the Education (Guernsey) Law, 1970;
- "the President" means the President of the Council;

and any other expressions have the same meanings as in the Law.

(2) The Interpretation (Guernsey) Law, 1948, shall apply to the interpretation of these Regulations as it applies to the interpretation of a Guernsey enactment.

Registers to be kept by Committees of management. 3.(1) The committee of management of every States' school and every voluntary school and the proprietor of every other school shall cause to be kept :-

- (a) an Admission Register; and
- (b) an Attendance Register.

(2) The Admission Register shall contain an index in alphabetical order of all the pupils at the school and shall also contain the following particulars in respect of every such pupil :-

- (a) Name in full;
- (b) Sex;
- (c) Name and address of parent;
- (d) Day, month and year of birth;
- (e) Day, month and year of admission or re-admission;
- (f) Name and address of the school last attended, if any.

(3) In the case of every school which includes boarding pupils a statement as to whether each pupil of compulsory school age is a boarder or a day pupil shall be added to the particulars specified in paragraph (2) of this Regulation.

(4) There shall be recorded in the Attendance Register at the commencement of each morning and afternoon session the presence or absence of every pupil whose name is entered in and not deleted from the Admission Register:

Provided that it shall not be necessary to record in the Attendance Register the presence or absence of any pupil who is a boarder in an independent school.

Deletions
from
Admission
Register.

4. The following grounds are hereby prescribed as those on which the name of a pupil is to be deleted from the Admission Register, that is to say -

- (a) if the pupil is of compulsory school age, any of the following grounds:-
- (i) where the pupil is registered at the school in accordance with the requirements of a School attendance Order, that another school is substituted for that named in the Order or the Order is revoked on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;
 - (ii) in a case not falling within sub-paragraph (i) of this paragraph, that he has been registered at a pupil of another school;
 - (iii) in a case not falling within sub-paragraph (i) of this paragraph, that he has ceased to attend the school at which he is registered and his parent has satisfied the Council that he is receiving efficient full-time education suitable to his age, ability and aptitude otherwise than by attendance at school;
 - (iv) except in the case of a boarder, that his ordinary residence has been transferred to a place whence the school at which he is registered is not accessible with reasonable facility;
 - (v) that he is certified by the Medical Officer of Health as unlikely to be in a fit state of health to attend school before becoming legally exempt from the obligation so to attend;
 - (vi) that he has been continuously absent from school for a period of not less than four weeks and the proprietor of the school has failed, after reasonable enquiry, to obtain information of the cause of absence;
 - (vii) that the proprietor has ascertained that the pupil has died;
 - (viii) that he will cease to be of compulsory school age before the school next meets and intends to discontinue in attendance thereat;
 - (ix) in the case of a boarder, or of a pupil at a school not maintained by the States, that he has ceased to be a pupil of the school; or
 - (x) where the pupil is registered at a school maintained otherwise than by the States, that he has been excluded, other than temporarily, therefrom by the proprietor of that school;

Provided that if in the result of an appeal by the parent of the pupil against such exclusion the Council determines that the pupil has been excluded on other than reasonable grounds, the name of the pupil shall forthwith be reinstated in the Admission Register.

- (b) if he is not of compulsory school age, on any of the following grounds:-
- (i) that he has ceased to attend the school or, in the case of a boarder, that he has ceased to be a pupil of the school;
 - (ii) that he has been continuously absent from school for a period of not less than four weeks and the proprietor of the school has failed, after reasonable enquiry, to obtain information of the cause of absence; or
 - (iii) that the proprietor has ascertained that the pupil has died.

Inspection of Registers. 5. The Admission Register and the Attendance Register of every school shall be available for inspection during school hours by persons authorised in that behalf by the Council.

Extracts from Registers. 6. The persons authorised by the last foregoing Regulation to inspect the Admission Register and Attendance Register of any school shall be permitted to make extracts therefrom for the purposes of the Law.

Method of making entries. 7. Every entry in an Admission Register or Attendance Register shall be written in ink and any correction shall be made in such a manner that the original entry and the correction are both clearly distinguishable.

Preservation of Registers. 8. Every entry in an Admission Register or Attendance Register shall be preserved for a period of three years after the date on which it was last used.

Dated this ninth day of November,
nineteen hundred and seventy.

S.W. GAVEY

President of the States Education Council
for and on behalf of the Council.