1974. No. 78 **[C]**

EDUCATION

Registration and Attendance of Pupils

REGULATIONS, DATED 29TH APRIL 1974, MADE BY THE DEPARTMENT OF EDUCATION UNDER THE EDUCATION AND LIBRARIES (NORTHERN IRELAND) ORDER 1972.

The Department of Education (hereinafter referred to as "the Department") in pursuance of the powers vested in it by Articles 35, 36, 38 and 125 of the Education and Libraries (Northern Ireland) Order 1972(a) (hereinafter referred to as "the Order") and of all other powers enabling it in that behalf, hereby makes the following Regulations:—

1.—(1) These Regulations may be cited as the Registration and Attendance of Pupils Regulations (Northern Ireland) 1974.

(2) These Regulations shall apply only in relation to the registration and attendance at school of children of compulsory school age.

2. The Registration and Attendance of Pupils Regulations (Northern Ireland) 1948(b) are hereby revoked.

3. In these Regulations—

"approved" means approved by the Department;

"board" means an education and library board established under Article 3 of the Order;

"proprietor" means the person responsible for the management of the school;

"school" means an institution for providing primary or secondary education, being a grant-aided school or an independent school; and, when used without qualification, means either or both such schools as the context may require;

"school day" means any day on which the school should normally be in operation in accordance with arrangements set out in Form S.A.2;

"school year" means the year beginning on 1st August and ending on 31st July.

4. The proprietor of every school shall cause to be kept a General Register which in addition to containing a list of the names of pupils in alphabetical order, shall also contain the following particulars in respect of each pupil at the school:—

(*a*) names in full and sex;

(*b*) religious denomination;

(*c*) name and address of parent;

(*d*) the day, month and year of birth;

(a) S.I. 1972, No. 1263 (N.I. 12).
(b) S.R. & O. (N.I.) 1948, No. 60; 1952, No. 145; 1957, No. 85; 1958, No. 88; 1973, No. 67.

(*e*) the day, month and year of admission or readmission to the school;

(*f*) the class in which the pupil is enrolled on first admission;

(*g*) the classes in which the pupil is subsequently enrolled during the course of his career at the school and the day, month and year on which the pupil is enrolled in each class;

(*h*) the number of attendances made during each school year;

(*i*) the name and address of the school last attended (if any);

(*j*) the day, month and year on which the child ceased to be a pupil at the school;

(*k*) the destination of the pupil on leaving the school (if known);

(*l*) in the case of a school attended by boarding pupils, a statement as to whether the pupil is a boarder or a day pupil; and

(*m*) such other particulars as the Department may require.

5. In the case of a child who has not been registered previously at any school, the parent shall furnish to the principal of the school at which he desires his child to become a registered pupil, a Registrar's Certificate of the birth of the child, or, where such certificate is unobtainable, other satisfactory documentary evidence of the date of birth, and the principal shall not register the child as a pupil at the school until such certificate or other evidence has been furnished.

6.—(1) A parent shall not withdraw his child from a school at which the child is a registered pupil except after acquainting the principal with his intention to do so.

(2) Upon the withdrawal from school of a registered pupil the principal shall furnish to the parent in respect of the pupil a certificate of attendance as in Form S.A.1. in the Schedule and shall at the same time delete from the General Register the name of the pupil.

(3) In the case of a child who has been in attendance at a school the parent, if he desires his child to become a registered pupil at another school, shall furnish to the principal of that other school a certificate of attendance as in Form S.A.I. and the principal shall not register the child as a pupil at the school until the said certificate has been furnished.

(4) The provisions of paragraphs (2) and (3) of this Regulation shall not apply in the case of a child who is withdrawn from a primary school and admitted to a secondary school.

7. The proprietor of every school shall cause to be kept an Attendance Register in which shall be recorded on each school day, in accordance with instructions issued from time to time by the Department, the presence or absence of each pupil registered at the school.

8. Inspectors and other officers of the Department and officers of the board for the area shall be entitled to inspect the General Register and the Attendance Register kept at any school and to make extracts therefrom.

9. The proprietor of every school shall make to the Department and to the board such periodical and other returns as to the contents of the General Register and the Attendance Register as the Department or the board may require.

10. Each General Register and Attendance Register shall be preserved by the proprietor for a period of not less than ten years from the date on which the Register ceases to be used.

11. The proprietor of any grant-aided school shall not refuse admission to any pupil except on reasonable grounds.

12. Not later than 22nd July in each school year the principal of each school shall furnish to the board a statement as in Form S.A.2. in the Schedule in respect of the ensuing school year. A copy of this statement shall be exhibited in a prominent position in the school and shall be open for inspection at all reasonable times by the parent of any pupil of the school and such parent shall be entitled to make extracts therefrom.

13. The Notice required to be served by a board under the provisions of paragraph 1(1) of Schedule 9 to the Order shall be as in Form S.A.3. in the Schedule.

14. In every case where a parent satisfies a board that his child is receiving efficient full-time education suitable to his age, ability and aptitude otherwise than by attendance at school, the parent shall continue so to satisfy the board at intervals of not less than twelve calendar months, during the period in which the child is receiving his education otherwise than by attendance at school.

15. The School Attendance Order required to be served by a board under the provisions of paragraph 1(2) of Schedule 9 to the Order shall be as in Form S.A.4. in the Schedule.

16. In every case where a child is a registered pupil at a school in the area of one board and resides in the area of another board the board for the area in which the child is a registered pupil shall furnish to the board for the area in which the child resides such information regarding the attendance of the child at school as may be necessary for the purpose of securing that the requirements of the Order relating to school attendance are being observed.

Sealed with the Official Seal of the Department of Education for Northern Ireland this 29th day of April 1974 in the presence of

(L.S.) *R. Macdonald,*
Assistant Secretary

SCHEDULE Regulations 6(2), 12, 13 and 15

FORM S.A.1

..... Education and Library Board

EDUCATION AND LIBRARIES (NORTHERN IRELAND) ORDER 1972

Certificate of school attendance

(To be furnished in the case of a child who is about to be withdrawn from the school).

..... School

THIS IS TO CERTIFY

that .....

residing at .....

attended the above-named school from ..... to .....

Number of attendances during this period .....

Class in which enrolled at time of withdrawal .....

Date of birth (as given in General Register) .....

Cause of withdrawal .....

Parent's* name .....

Dated this day of 19 .

Signed .....
Principal

*The expression "parent" in relation to a child includes a guardian and every person who has actual custody of the child.