any school to supervise pupils partaking of dinners upon days on which the school is open for instruction : provided that

(*a*) no teacher of any school shall be required to perform any service of supervision unless pupils of that school are included among the pupils supervised by the teacher ; and

(*b*) no service by way of supervision shall be required of any teacher and no voluntary assistance to the school meals service shall be given by any teacher, if in the opinion of the authority or managers it would adversely affect the quality of the teaching given by that teacher.

16. If the Ministry decides that in the case of any area or school full compliance with the requirements of these Regulations is not practicable, it may approve such modifications in those requirements as will render them suitable for that area or school.

17. The Interpretation Act 1921 (12 Geo. 5, Ch. 4) shall apply for the purpose of the interpretation of these Regulations as it applies to the interpretation of an Act of the Parliament of Northern Ireland.

18. In the case of doubt or dispute as to the meaning and effect of these Regulations, the decision of the Ministry thereon shall be final.

Sealed with the Official Seal of the Ministry of Education for Northern Ireland this nineteenth day of October, 1948, in the presence of

(L.S.) *R. S. Brownell,*
Secretary.

Registration and Attendance of Pupils

REGULATIONS DATED 19TH MARCH, 1948, MADE BY THE MINISTRY OF EDUCATION UNDER THE EDUCATION ACT (NORTHERN IRELAND), 1947.

1948. No. 60

The Ministry of Education (hereinafter referred to as "the Ministry") in pursuance of the powers vested in it by Sections 35, 75 and 112 of the Education Act (Northern Ireland), 1947, (hereinafter referred to as " the Act ") 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), 1948.

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

(3) These Regulations shall come into operation on the 1st day of April, 1948.

2. In these Regulations, unless the contrary intention appears, the following expressions have the meanings hereby assigned to them, that is to say :—

" approved " means approved by the Ministry ;

" handicapped pupil " means a pupil coming within one or more of the categories of pupils requiring special educational treatment defined in Regulations made by the Ministry under Section 29 of the Act ;

" school day " means any day on which the school should normally be in operation in accordance with an approved time-table ;

" school year " means a period of twelve months ending on the 31st day of July.

3. 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 ;
(*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 Ministry may require.

4. 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.

5.—(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 in the Form S.A.1 in the Schedule hereto, or as near thereto as possible, 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 in Form S.A. 1 or as near thereto as possible, and the principal shall not register the child as a pupil at the school until the said certificate has been furnished.

6.—(1) Subject to the following provisions of this Regulation, an attendance for the purpose of these Regulations shall mean an attendance under instruction, other than religious instruction, on the same day for a period of not less than —

in the case of a pupil under eight years of age, three hours ;

in the case of a pupil who has attained the age of eight years but has not attained the age of eleven years and six months, four hours ;

in the case of a pupil of the age of eleven years and six months or over, four and a half hours :

Provided that, in the case of a handicapped pupil or a pupil under medical treatment, the Ministry may accept a lesser number of hours as an attendance.

(2) The attendance of a pupil under such instruction as aforesaid for not less than three hours may, on not more than one day (other than a Saturday) in any one week, be regarded as an attendance if provision has been made on the approved time-table for organised games on that day.

(3) The attendance of a pupil under such instruction as aforesaid shall be made in two sessions separated by a period of not less than half an hour nor more than one and a half hours :

Provided that this provision shall not apply in the case of a pupil under eight years of age.

7. The minimum time constituting an attendance may include :

(*a*) any time occupied by a pupil in accordance with arrangements set out on a time-table approved by the Ministry ;

(*b*) any time occupied by visits paid during school hours under arrangements sanctioned by the Ministry, to places of educational value or interest ;

(*c*) any time occupied by a pupil in undergoing inspection or treatment under a scheme of school medical service ;

(*d*) any approved time occupied by a pupil in attending an examination ; and

(*e*) any time occupied by a pupil in any other manner approved by the Ministry.

8. The proprietor of every school shall also 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 Ministry, the presence or absence of each pupil registered at the school.

9. Inspectors and other officers of the Ministry and officers of the local education authority of the area shall be entitled to inspect the General Register and the Attendance Register kept at any school and to make extracts therefrom.

10. Each General Register and Attendance Register shall be preserved 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 school, not being an Independent School, shall not refuse admission to any pupil except on reasonable grounds.

12. The principal of every school shall make to the local education authority of the area, at the beginning of each calendar month, a return giving the full name and address of every registered pupil who fails to attend regularly and, in particular, the name and address of every registered pupil who has been absent from school for a continuous period of not less than four weeks :

Provided that this Regulation shall not apply in relation to any absence from school due to sickness in respect of which a medical certificate by a duly qualified medical practitioner has been furnished to the principal.

13. The principal of every school shall before the 15th day of July in each year prepare in duplicate a Table for the next ensuing school year in the Form S.A. 2 in the Schedule hereto, both of which Tables shall be signed by the principal and countersigned by the proprietor of the school (or by some person authorised by the proprietor), and the principal shall transmit one copy thereof before the 22nd day of July next following to the local education authority. The other copy 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.

14. The Notice required to be served by a local education authority under the provisions of sub-section (1) of Section 35 of the Act, shall be in the Form S.A. 3 in the Schedule hereto, or as near thereto as possible.