**Important things to do and remember in September**

**Do you have pupils already on your school roll claiming EY funding?** If you do and they were registered as a Guest and have now moved into your reception class only amend the registration status to Solely registered. You do not need to amend the date of admission.

**Do you have pupils that did not show up or did not start with you?** If they never attended, then you can delete them from your school roll. If they did attend even for a day, you must amend your MIS to reflect this.

**If a pupil has left and moved to another school,** please check the start date with the new school. We cannot have dates that overlap unless the pupil was dually registered for the period of overlap. For example, if a pupil started with you 01/09/2024 and then didn’t show up again for a few days and you then found out they started at another school, do not put the end date as the date you found out. It could be that the pupil went to the other school on 02/09/2024 and by you adding a date of leaving of 04/09/2024 this would create an overlap. I am seeing so many conflicts and having to email both schools to get this resolved.

**Pupils that have left.** If a pupil last attended in the summer term enter the last date, they were on roll with you or 31st August. This then ensures that a date of leaving for September isn’t added into your MIS and when they start at the new school, we don’t have dates that overlap.

**When adding new pupils ensure you add them with the correct start date**. Some pupils have been added to a school roll with a start date of August. This is wrong and would need to be amended otherwise the attendance will not calculate correctly, but more importantly a pupil does not start school in August.

**When a pupil returns to your school.** Find the original record and then re-admit the pupil. Do not remove the date of leaving. If you do this the pupil then appears to have attended your school constantly since they first joined your school.

For example, Child A started at School A 01/09/2023 and left 31/03/202~~4~~. The child then attended School B from 5/04/2024 until 22/07/2024. Child A then returned to School A from 01/09/2024. If you remove the date of leaving the pupil would look like they attended from 01/09/2023 and would conflict with the other school. Again, I am seeing lots of these coming in from schools.