**Registration and Enrolment changes for all schools**

We receive a lot of enrolment changes from all schools, and this can cause issues when start and leaving dates over-lap with each other or when enrolment types do not match correctly.

**Pupil Leaving School**

When a pupil leaves a school the last date they were in school should be entered as the date of leaving.

**For example**: Pupil joins your school 1st September 2024. They then decide to move to another school on 24th February. You are advised they are now on roll at another school on 28th February. Their last date in your school was 24th February (the last time you have attendance marks for them) and not 28th February when you are told they have left. Then add the destination to the record and leave reason.

(*Bromcom schools only – Destination and leave reasons must be completed to ensure we pick up the returning start date if the pupil returns to your school. Failure to do this will result in us only seeing the original start date which would be incorrect*).

**Changing enrolments**

If a pupil has a transition period to another school, then this should be reflected in your MIS. Even if the pupil only attends for a few days your MIS should be updated to reflect this. If the school, they are attending have not added them to their MIS then you do not need to amend the record.

However, if they do add them to their MIS then the following must be done.

Changing enrolments from Soley registered to Dually registered and back again.

We receive lots of these types of changes and most of the time when a pupil is marked as MN-D (Current Main – Dual Registration) we do not see another school sending in DUAL (Current Subsidiary – Dual Registration). Most of the time both schools send in MN-D which is wrong.

Can I ask that if you amend an enrolment to MN-D that you check with the other school they have them enrolled as DUAL. Ensuring both records match the current enrolment types means conflicts do not occur. If a school mark them as GUEST then you can keep MN-S as your enrolment as this does not cause a conflict.

**Registration types explained**

There may be occasions when an enrolment status for an applicant or pupil/student needs to be amended. The following enrolment statuses are available:

**Single Registration** - this status represents a normal, full-time pupil/student who is only registered as on-roll at your school.

**Guest Pupil** - this status represents a pupil/student who is on-roll at another school, but attends your school for certain lessons. There is no need to register them as on-roll at your school.

**Main-Dual Registration** - this status indicates that the pupil/student is registered at another school for some of their timetable, but the majority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.

**Subsidiary-Dual Registration** - this status indicates that the pupil/student is registered at another school for the majority of their timetable and only a minority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.

All pupil/students who are registered as on-roll, including Dual Registration pupils, must have their attendance details recorded. Schools that have Dual Registered pupil/students must decide which code to use for the sessions that these pupils attend. It is possible to use either:

**B - Educated Off Site (AEA)**

**! - Not Required To Attend.**

Maintained schools in England must use D - Dual Registered (AEA) to signify the sessions that these pupil/students attend.

**IMPORTANT NOTE:** If a pupil/student is on-roll until Year 11 then comes back into Year 12 as a guest, you need to make them a leaver at the end of Year 11, re-admit them into Year 12 and THEN change the registration status to Guest.

This may mean contacting schools to check this information but means that emails from OCC will be few and far between and changes to records from a long time ago will be avoided.

If you have any questions regarding this then please email:

childrenseducationsystems@oxfordshire.gov.uk