



Brumby Junior
School

Queensway, Scunthorpe, DN162HY. 01724865644. www.brumbjuniorschool.co.uk

Headteacher: Mr P Foster

Admissions Policy

Brumby Junior School is a non-selective school. We abide by [the local authority procedures and practices for admission](#) to school. Upon being admitted to school, we will:

- make an entry onto the Admissions Register on behalf of the pupil when they take up a place at the school
- The Admissions Register is held on electronic format on the School's main database, SIMS.
- The Admissions Register is stored on the computer, then copied electronically to a backup memory device.
- The persons responsible for the administration of the Admissions Register are the school business managers and reception staff.

The following items are recorded in the Register:

- Full Name
 - Gender
 - Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
 - At least one telephone number at which the parent/guardian can be contacted in an emergency
 - Date of Birth
 - Date of Admission / Re-admission
 - Name and address of previous school (if possible)
 - Name of Year Group on entry (e.g. Year 4)
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- Copies of the Admissions Register are held at the school for a minimum of 3 years
 - The Admissions Register allows for the inclusion / deletion from the register and is done in line with [the Education \(Pupil Registration\) \(England\) Regulations 2006](#)