EXPLANATORY NOTE

(This Note is not part of the Rules, but is intended to indicate their general purport.)

These Rules prescribe the form of the School Leaving Record to be issued to every pupil at the end of his school career in accordance with the provisions of Regulation 4 of the Schools (Scotland) Code, 1950.

The Schools Registration (Scotland) Rules, 1951

1951 No. 569 (S. 29)

Made - - - -	*2nd April*, 1951
Coming into Operation	*1st August*, 1951

In the exercise of the powers conferred upon me by Regulation 17 of the Schools (Scotland) Code, 1950(a), and of all other powers enabling me in that behalf, I hereby make the following Rules:—

Interpretation

1.—(1) The Interpretation Act, 1889(b), applies to the interpretation of these Rules as it applies to the interpretation of an Act of Parliament.

(2) References in these Rules to any enactment or instrument shall, except where the context otherwise requires, be construed as references to that enactment or instrument as amended by or under any other enactment or instrument.

Definitions

2. In these Rules, unless the context otherwise requires:—

(1) "Act of 1946" means the Education (Scotland) Act, 1946(c);

(2) "Boarding school" means a residential school other than a camp school;

(3) "Camp school" means a residential school to which pupils in attendance at other schools are sent for short periods of education, and includes residential schools to which delicate pupils and pupils recovering from illness are sent for periods of recuperation, convalescence and education;

(4) "Code" means the Schools (Scotland) Code, 1950.

General

3. The Education Authority shall cause to be kept in every school except a camp school a Register of Admission and Withdrawal; in every day school and in every boarding school which is attended by day pupils Daily Registers and Registers of Summaries; in every boarding school a Register of Arrival and Departure; and in every camp school a Camp Register. All registers other than the Registers of Admission and Withdrawal shall be closed at the end of the school year or period to which they relate.

(a) S.I. 1950 (No. 915) I, p. 590. (b) 52 & 53 Vict. c. 63. (c) 9 & 10 Geo. 6. c. 72.

4. All entries shall be made in ink. No entry shall be erased. If a correction is required, it shall be made by means of a subsequent entry or of an explanatory note in such a manner that both the original entry and the alteration are clear on the face of the record.

5. All registers shall be so arranged as to provide readily such statistics relating to pupils in attendance at the school as may from time to time be required by the Secretary of State.

6.—(1) The Register of Admission and Withdrawal shall be preserved until at least the end of the fifth school year following that in which it is completed.

(2) The Daily Registers, the Registers of Summaries, the Registers of Arrival and Departure and the Camp Registers shall be preserved until the end of the second school year following that to which they respectively relate.

7. A copy of these Rules shall be accessible to every person who is entrusted with the making of entries in the registers.

Register of Admission and Withdrawal

8.—(1) The Register of Admission and Withdrawal shall be in the form of a bound volume, or of a loose leaf volume, or of an alphabetical card index securely stored in suitable drawers; and if it is bound or loose leaf shall have an alphabetical index either as part of the volume or on cards.

(2) The register shall show for each pupil—

(*a*) his number on the register;

(*b*) the date of his admission or re-admission;

(*c*) his full name;

(*d*) his address;

(*e*) his date of birth which shall be ascertained from the birth certificate on his admission to the first public or grant-aided school in which he is enrolled and from the Pupil's Progress Record on his admission to other public or grant-aided schools;

(*f*) the name and address of the person who, in the opinion of the Education Authority, is responsible for securing the regular attendance of the pupil at school, being the parent or guardian of the pupil, or the person liable to maintain him, or the person having the actual custody of him;

(*g*) whether exemption from religious observance or instruction is claimed;

(*h*) the school last attended (if any);

(*i*) the class in which he is placed on admission or re-admission; and

(*j*) if he has been withdrawn from the school, the date and reason for his withdrawal and the class then reached.

9. Successive numbers shall be allotted to pupils on their admission. If a pupil returns to the school after having been withdrawn from the school, a new entry shall be made and a new number shall be allotted.

10.—(1) A pupil shall be registered as having been withdrawn from a public school if—

(*a*) he is known to be attending another school;

(*b*) he has been withdrawn from school by the person responsible for his regular attendance at school, with the consent of the Education Authority if he is of school age;

(*c*) he has been excluded from the school by the Education Authority in accordance with Regulation 2 of the Code;

(*d*) he has been absent from school for a period of four consecutive weeks and cannot be traced; or

(*e*) special arrangements are being made for his education, in terms of section 14 of the Act of 1946, at his home, in a hospital or elsewhere.

(2) A pupil shall be registered as having been withdrawn from a grant-aided school if he has been withdrawn from the school by the person responsible for securing his regular attendance at school or has been excluded from the school by the managers.

(3) Where, with the approval of the Education Authority, a pupil attends a camp school temporarily in order to receive part of his education, he shall not be registered as having been withdrawn from the school which he normally attends.

Daily Registers

11. In the case of a day school the Daily Registers shall contain the names of all pupils in attendance at the school. In the case of a boarding school the said registers shall contain the names of all pupils in attendance at the school who are not admitted to the school as boarders.

12.—(1) The head teacher shall in respect of each meeting of the school and before the end of the day on which the meeting is held cause to be entered in ink in the appropriate column in the Daily Registers—

(*a*) against the name of every pupil absent or deemed to be absent, the symbol "O";

(*b*) immediately below the space in the column opposite the name of the pupil last entered in the register, a horizontal line; and

(*c*) at the foot of the column, the total number of pupils who are either absent or deemed to be absent.

For the purposes of this Rule a pupil exempted from school attendance either under section 34 of the Act of 1946 or under section 1 of the Education (Exemptions) (Scotland) Act, 1947, shall be deemed to be absent; a pupil temporarily in attendance at a camp school with the consent of the Education Authority shall be deemed not to be absent.

(2) The head teacher shall in respect of every double meeting of the school and in accordance with the provisions of the last foregoing paragraphs cause to be made in ink two entries relating to each pupil absent or deemed to be absent and shall cause the reasons for the said double meeting to be recorded in the log-book.

13. If during the whole or part of a meeting or double meeting of a school a pupil, under arrangements made by the Education Authority, is attending a child guidance clinic or is undergoing medical inspection, examination or treatment or cleansing, the pupil shall not be registered as having been absent from the said meeting or double meeting, provided that, in the case of attendance at a child guidance clinic or of medical attention as provided above, such attendance or attention does not involve the absence of the pupil from school for more than two consecutive meetings or one double meeting of the school.

14. At the end of each school week there shall be entered in the Daily Register—

(1) against the name of each pupil on the register the number of absences registered during the week in accordance with Rule 10 ;

(2) the sum of the numbers so entered ;

(3) the total number of meetings of the school held during the week ;

(4) the number of pupils whose names have been placed on the register in the course of the week, the number of pupils whose names have been withdrawn from the register in the course of the week, and the number of pupils on the register on the last day of the week on which the school was open ;

(5) the number of possible attendances during the week.

15. When a class does not meet on an occasion for which space is provided in the register, the space shall be cancelled before the next meeting.

Register of Summaries

16. At the end of each school week, or of each period consisting of a number of school weeks not exceeding five, the head teacher shall cause to be transferred from the Daily Registers to the Registers of Summaries—

(1) the total number of absences registered during the week or period ;

(2) the total numbers of meetings held during the week or period ;

(3) the number of pupils on the register on the last day of the week on which the school was open or, if the transfers are made at intervals of more than a week, the sum of the numbers on the register on the last day on which the school was open in each week of the period ;

(4) the total number of possible attendances during the week or period.

Register of Arrival and Departure

17. The Register of Arrival and Departure shall contain a roll of all pupils in attendance at the school who have been admitted to the school as boarders.

18. The head teacher shall enter opposite to the name of each pupil on the register every date upon which he comes into residence at the school, every date upon which he ceases to be in residence at the school, and every date upon which, although in residence at the school, he is unable through illness or injury to undergo instruction. The register shall also show whether a pupil absent from the school while it is in session is absent with leave or on other reasonable grounds. A pupil shall be deemed not to cease to be in residence at the school if he is absent for a recognised mid-term or other similar holiday.

19. At the end of the school year the head teacher shall enter opposite to the name of each pupil on the register the number of days on which he has been in residence, the number of the said days on which he was unable through illness or injury to undergo instruction, and the number of days on which he was absent with leave or on other reasonable grounds from school while it was in session. He shall also record in the register the number of days on which the school was in session during the school year.

Camp Registers

20.—(1) The head teacher of a school from which pupils are sent to a camp school either in groups or singly shall cause to be prepared for transfer with the pupils to the teacher in charge of the camp school a register showing for each pupil—

(*a*) his full name ;

(*b*) his date of birth ;

(*c*) the name and address of the person who, in the opinion of the Education Authority, is responsible for securing the regular attendance of the pupil at school being the parent or guardian of the pupil, or the person liable to maintain him or the person having the actual custody of him.

(2) The teacher in charge of the camp school shall cause to be entered in the said register against the name of each pupil—

(*a*) the date of his arrival at the camp school ;

(*b*) any date upon which he is unable through illness or injury to take part in the activities of the school ;

(*c*) any date upon which he is absent from the camp school and the reason for such absence ; and

(*d*) the date of his leaving the camp school ;

and shall as soon as the register is completed return it to the head teacher by whom it was originally prepared.

Citation and Commencement

21.—(1) These Rules may be cited as the Schools Registration (Scotland) Rules, 1951.

(2) These Rules shall come into operation on 1st August, 1951.

Hector McNeil,
One of His Majesty's
Principal Secretaries of State.

St. Andrew's House,
Edinbugh, 1.
2nd April, 1951.

EXPLANATORY NOTE

(*This Note is not part of the Rules, but is intended to indicate their general purport.*)

The main purpose of these Rules is to prescribe what registers are to be kept in public and grant-aided schools and the manner in which the registers are to be completed.