



St Charles' Catholic Primary School

REGISTER OF ADMISSIONS

- All pupils have a UPN, a unique number that identifies them throughout their school career
- When a child is admitted to St Charles' Catholic Primary School in Reception, the parent/carer is required to complete an Admission Form and a Supplementary Faith Form.
- The information from both forms is inputted into SIMS.
- Any pupils who have previously attended pre-school education such as a Nursery will already have a UPN. Therefore their personal information will automatically upload.
- Pupils who have not attended pre-school education has a UPN assigned to them.
- School requires a child's birth certificate to be brought into the office to be photocopied for the pupil's file as evidence of their date and place of birth.
- School also requires a child's passport to be brought into school, where their place of birth is outside the UK, as evidence of their ethnicity.
- The parents of any Catholic pupil who was baptised in a parish other than the parish of St Charles' and St Thomas More is required to bring in the child's Baptismal Certificate as evidence of their baptism.
- When a pupil is admitted to St Charles' Catholic Primary School at a time other than at the start of Reception, parents are still required to complete a school admission form and produce evidence as above.
- On the day the child starts at the school, the Admin Officer contacts the pupil's previous school to inform them the child has been admitted to St Charles' and to ask for a Common Transfer File (CTF) to be sent. This file is then uploaded into SIMS. It contains all personal information about the pupil, including Assessment data.