

# Oaks Park High School

**Title of Policy:** Register of Students  
**Person responsible:** J Hamill  
**Date for review:** Annually

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Oaks Park is a community comprehensive school. Admission to Years 7-11 is carried out via the London Borough of Redbridge. All students will be allocated to a form group and registered on a daily basis (am and pm).

The Data/Clerical Officer, Jane Morales, is responsible for new admissions/removing students from the school roll.

Sixth Form students are registered in August/September, having met the published entry requirements. All students will be allocated to a form group and registered daily (am and pm).

The sixth form administration team is responsible for informing Jane Morales of any students added to or removed from the school roll.

The register of students is maintained on SIMS; checked termly and reported to the LEA.