

HIGH LITTLETON SCHOOL ADMISSION REGISTER 1906-1927 & INDEX

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The contents of the Admission Register covering the period from 1906 to 1927 have apparently been lost or destroyed. All that remains is the cover page, on the back of which is a rough index of the As and some of the Bs. These have been listed hereunder in numerical order, together with details of pupils whose names appear on readmission in the next Register beginning in 1927. The range of numbers in the missing register is from 1439 to 2193. Thus, only 52 pupils' names have been identified out of 754 in the register.

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High Littleton N. School. No. 194.

Date, June 29th 1906 when supplied to the Head Teacher by (Signature) Ambrose M. FOSTER
Correspondent.

THE DURHAM ADMISSION REGISTER (No. 1.)

Originally Compiled by Canon CROMWELL
Sometime principal of St. Mark's College, Chelsea,

And recently revised by the
Rev. Chas. S. DAWE, B.A.
Late normal lecturer in the same college.

Extract from Appendix II. Of the Revised Instructions.

1. The Code requires that managers of schools shall provide suitable records - registers, log-book, and cash book (Article 8); and, before any grant is made, the Education Department must be satisfied "that the admission and daily attendance of the scholars are carefully registered by or under the supervision of the principal teacher, and periodically verified by the managers; that accounts of income and expenditure are accurately kept by the managers and duly audited; and that all statistical returns and certificates of character are trustworthy."

2. The necessary books should be bought out of school funds and be the exclusive property of the school.

3. All entries must be original, not copied from slates, papers, or memoranda of any kind. They must be made from the first in ink. Pencil entries of any kind are altogether forbidden. There must be no erasures nor insertions. If it is necessary to make any correction, this should be done in such a manner that the original entry and the alteration made are both clear on the face of the record. The entries should be consecutive; no blanks should be left between them.

4. The name of the school should be distinctly written on the cover or title-page of each book.

5. In every school or department there should be:
- (a) A register of admission, progress and withdrawal.
 - (b) Attendance registers.
 - (c) A register of summaries.

The pages of these registers must be numbered consecutively. Each register should be signed on the title page by the correspondent of the school, with the date at which it was supplied to the teacher. No leaf should be withdrawn from, or inserted in, any register. The registers presented to His Majesty's Inspector must be the original registers, which have been in use throughout the year, and on which the returns are based. The head teacher of a school or department will, in all cases, be held responsible for the proper keeping of the records of that school or department, and should not delegate to any subordinate the keeping of any of these registers, except those of attendance. A pupil-teacher who has completed his first year may register the attendances of his own class. A first year pupil-teacher may not be employed in registration.

6. The managers are held responsible for the efficient verification of the registration. Form 9 contains certificates to be signed by managers, (1) that the registers and books of account have been accurately kept in accordance with this Appendix; and (2) that the accuracy of the registers has been tested by the managers on several occasions and the result recorded in the log-book. In order that managers may be able to give these certificates, they are required to visit the school without notice, at least once in every quarter, at some time when the attendance registers should have been marked and added up for that meeting of the school and to check the entries. This should be done by ascertaining (1) that each of the children present at the time of marking has been marked present, and each of the children not so present has been marked absent; (2) that the totals of these attendances have been duly entered; (3) that the instructions for the keeping of these registers, hereafter laid down, have been fulfilled; and (4) that the admission register and summary have been properly kept up to date. The result of each visit should be entered by the visiting manager in the log-book, dated, and signed by him. The managers should also, at the end of the year, check the number of times the school has been opened, and also a sufficient number of the attendance totals (at least 10 per cent.) to convince themselves of the accuracy of the registration.

7. An entry for each scholar should be made in the Admission Register *on his admission* to the school. Successive numbers must be allotted to the scholars on their admission, so that each may have his own number, which he should retain throughout his career in the school, and which should be used to identify him. This will be especially useful when there are two or more scholars of the same name. When more than one entry is made for the same scholar, that is to say, when he has been admitted and re-admitted, he should resume his old number, and cross reference should be made to the entries.

8. No child's name should be removed from this register, until he has become exempt from legal obligation to attend school, unless it has been ascertained that he is dead, is attending another school, or has left the neighbourhood. If no information can be obtained,

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the name may be removed after a continuous absence of four weeks.

9. This register must show distinctly for each scholar who has actually been present in the school:

- (a) His number on the register.
- (b) The date of his admission (and re-admission) - day, month, and year.
- (c) His name *in full*.
- (d) The name and address of his parent or guardian.
- (e) Whether exemption from religious instruction is claimed on his behalf.
- (f) The exact date of his birth - day, month, and year.
- (g) The last school he attended before entering this school. If this is his first school, the word "none" should be entered in this column.
- (h) If he has left, the date of his last attendance at *this* school and the cause of his leaving.

10. This register must have an alphabetic index and be permanently preserved.

It will be found convenient to enter all re-admissions in red ink.

LONDON:

THE EDUCATIONAL SUPPLY ASSOCIATION LTD., 42, HOLBORN VIADUCT.
SIMPKIN, MARSHALL, HAMILTON, KENT & CO.

AND SOLD BY ALL BOOKSELLERS.

REGISTERED AT STATIONERS' HALL.

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Registration numbers and Names of some pupils, whose names were recorded in the missing Admission Register for 1906 to 1927.

1505	AXFORD Cyril	
1643	ALDERMAN Ronald	
1672	ASHMAN Dorothy	
1701	ASHMAN Lily (see STEPHENS)	
1942	ANDREWS Kenneth John	
1959	ANDREWS Emily	
2027	BROOKS William	
2032	BARNES Ivor	
2037	BECKETT Gladys Doris	
2043	BROWN Hilda	
2047	BROOKS Violet Ada	
2052	BLINMAN Arthur	
2062	MINALL Fred'k	Readmitted 2 May 1927
2063	BLACKER Reginald Harry	
2066	MINALL Edwin James	Readmitted 7 Jan 1929
2072	ANDREWS Maurice Roy	
2074	BROOKS Gurladys (<i>sic</i>) Lorraine	
2075	BRIMBLE Lewis	
2078	SMITH Mary	Readmitted 21 Sep 1931
2079	BROOKS Frederick J.	
2082	BOULTON Leslie	
2084	BURGESS William	
2087	BROOKS James	
2103	BROOM Charles	
2105	BRIMBLE Barbara	
2111	REES Kathleen Olga	Readmitted 29 Oct 1929
2114	BROOKS Ernest	
2117	BELSHER Fred	
2122	CURTIS Eileen	Readmitted 2 Apr 1928
2124	BOULTON George Ernest	
2128	EAGLE Cecil W.J.	Readmitted 22 Apr 1929
2136	PARSONS Lorna	Readmitted 9 Sep 1930
2143	SMITH Olive	Readmitted 6 May 1931
2146	BOWDITCH Brian	
2147	BRIMBLE John	
2152	BRIMBLE Beatrice	
2157	HOLLY Grace	Readmitted 26 Apr 1927
2160	MIDDLE Elizabeth A.	Readmitted 14 Jan 1929
2164	CURTIS Evelyn	Readmitted 1 May 1934
2165	DAVIES W'm Ernest	Readmitted 28 Jan 1930
2172	BLANNING Ivy Phyllis	
2174	BRICE Her't John	
2176	BRIMBLE Horace	
2179	BIRD Wilfred	
2180	EAGLE Eileen	Readmitted 22 Apr 1929
2182	EAGLE Tessable Elaine H.	Readmitted 22 Apr 1929
2184	ELMS Jack	Readmitted 27 Sep 1927
2185	BATT Kenneth	
2186	BATT Betty	
2188	BRICE Phyllis	
2192	WORKMAN Florence	Readmitted 23 Jan 1929
2193	CURTIS Arthur	Readmitted 2 Apr 1928

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BROOKS James	2087
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BROOM Charles	2103
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BURGESS William	2084
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DAVIES William Ernest	2165
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MINALL Edwin James	2066
MINALL Frederick	2062
PARSONS Lorna Caroline	2136
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SMITH Mary	2078
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