**Re-admitting a pupil**

**IMPORTANT:** When re-admitting a pupil, you must go to **Focus, Pupil, Pupil Details, New.**

Enter the surname and forename of the child returning to the school and click next. The child should then appear in the window below, double click on the pupil and a message should appear.

Click yes to this message and enter any relevant details, such as class and year group that they will be entering.

(**NOTE:** If this message does not appear, double check the spelling of the surname and forename and make sure that it matches with the previous record you have of the pupil.)