



Barnabas Oley School

Pupil Records Management Policy

Version: 2.0

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Approved: Jane Hodges (Curriculum Chair)

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Revision History

Version	Author	Summary	Review Date	Next Review
1.0		Copied from hard copy onto disc	9/12/05	
2.0	Becky Smith	New policy.	April 2013	April 2015
2.0	Jane Hodges	No changes.	Jan 2015	April 2018

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1 Introduction

The School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Pupil Records
- Relationships with existing policies

2 Scope of the policy

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the local county archives centre.

3 Responsibilities

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

The person responsible for records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

4 Managing pupil records

The pupil record is seen as the core record charting an individual pupil's progress through the Education System. The pupil record should accompany the pupil to every school they attend and contains information that is accurate, objective and easy to access.

4.1 File covers for pupil records

A consistent file cover is used for the pupil record. It covers all the necessary information is collated and reflects the fact that it is the principal record containing all the information about an individual child.

4.2 Recording information

A pupil or their nominated representative have the legal right to see their file at any point during their education and even until the record is destroyed (when the pupil is 25 years of age or 35 years from date of closure for pupils with special educational needs). This is their right of subject access under the Data Protection Act 1998. It is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

4.3 Primary School records

Starting a file

The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. The following information should appear on the front:

- Surname
- Forename
- DOB
- Special Educational Needs Yes/No [This is to enable the files of children with special educational needs to be easily identified for longer retention]

The file cover should also contain a note of the date when the file was opened and the date when the file is closed if it is felt to be appropriate.

The following information should be easily accessible:

- The name of the pupil's doctor
- Emergency contact details
- Gender
- Preferred name
- Position in family
- Ethnic origin [although this is "sensitive" data under the Data Protection Act 1998, the Department for Education require statistics about ethnicity]
- Language of home (if other than English)
- Religion [although this is "sensitive" data under the Data Protection Act 1998, the school has good reasons for collecting the information]
- Any allergies or other medical conditions that it is important to be aware of [although this is "sensitive" data under the Data Protection Act 1998, the school has good reasons for collecting the information]
- Names of parents and/or guardians with home address and telephone number (and any additional relevant carers and their relationship to the child)
- Name of the school, admission number and the date of admission and the date of leaving.
- Any other agency involvement e.g. speech and language therapist, paediatrician

Items which should be included on the pupil record

- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file
- Admission form (application form)
- Fair processing notice [if these are issued annually only the most recent need be on the file]
- Parental permission for photographs to be taken (or not)
- Years Record
- Annual Written Report to Parents
- National Curriculum and R.E. Agreed Syllabus Record Sheets
- Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child
- Any information about a statement and support offered in relation to the statement
- Any relevant medical information (should be stored in the file in an envelope clearly marked as such)
- Child protection reports/disclosures (should be stored in the file in an envelope clearly marked as such)
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the pupil

The following records are stored separately to the pupil record as they are subject to shorter retention periods.

- Absence notes
- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
- Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

4.4 Transferring the pupil record to the secondary school

Primary schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

If files are sent by post, they should be sent by registered post with an accompanying list of the files. Where possible, the secondary school should sign a copy of the list to say that they have received the files and return that to the primary school. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes.

4.5 Responsibility for the pupil record once the pupil leaves the school

The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the pupil record until the pupil reaches the age of 25 years. This retention is set in line with the Limitation Act 1980 which allows that a claim can be made against an organisation by a minor for up to 7 years from their 18th birthday.

4.6 Safe destruction of the pupil record

The pupil record should be disposed of in accordance with the safe disposal of records guidelines.

4.7 Transfer of a pupil record outside the EU area

If there is a request to transfer a pupil file outside the EU area because a pupil has moved into that area, contact will be made with the Local Education Authority for further advice.

4.8 Storage of pupil records

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security.

Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

5 Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- Document Retention Schedule
- Equalities Policy and
- other legislation or regulations (including audit, equal opportunities and ethics) affecting the school