



# ACCESS TO STUDENTS' RECORDS POLICY

Author of Policy  
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A handwritten signature in black ink, appearing to read "R. J. Mason", is written over a horizontal line.

Signed on behalf of Governing Body

Reviewed  
December 2014

All Saints Church of England Academy, Plymouth aims to be an inspirational community of learning, which will transform the life chances of the students and make a positive contribution to the well-being of the local community and the wider world. The Academy is rooted in Christian values including truth, justice, forgiveness, generosity and respect. The Academy aims to provide outstanding educational opportunities and experiences which will enable all students, regardless of ability and background, to bring out the best in themselves, and to make a difference for good in the world.

The Academy believes that education is about the development of the whole person, and in educating each student will endeavour to:

- sharpen the mind
- enrich the imagination
- strengthen the body
- nourish the spirit
- encourage the will to do good
- open the heart to others

This policy and the associated procedures are based on these principles, aims and beliefs.

## Introduction

The curricular record means a formal record of a student's academic achievements, his/her other skills, abilities and progress in school. The Governing Body is responsible for ensuring a curricular record is kept for every student registered at the Academy and updated at least once every school year.

## Purpose

The purpose of this policy is to clarify the following:

- what kind of record of students should be kept
- the circumstances under which parents and/or students can have access to these records
- the procedures for transferring such records to other schools

## Procedure

### Parents' requests to see or have copies of their child's educational record

The Governing Body is responsible for a student's educational record being made available for their parent to see, free of charge, within 15 school days of receipt of the parent's written request. If a parent makes a written request for a copy of the record this must be provided to them, also within 15 school days of that request being received. The Governing Body can charge a fee for the copy, but if they do this it must not be more than the cost of supply. The educational record will include the curricular record but also other information about the student that may be kept by the Academy, such as details of behaviour and family background, as defined below.

### The educational record

A student's educational record is comprised of any record of information, other than information which is processed by a teacher solely for the teacher's own use, which:

- is processed\* by or on behalf of a governing body of, or a teacher at, any school maintained by a local authority [LA] and any special school not so maintained
- relates to any person who is or has been a student at any such school; and
  - originates from or was supplied by or on behalf of
  - any employee of the local authority which maintains the school [or former school] attended by the student to whom the record relates
  - where the school is a voluntary aided, foundation or foundation special school or a special school not maintained by a local authority, any teacher or other employee at the school or at the student's former school [including any educational psychologist engaged by the governing body under a contract for services],
  - the student to whom the record relates or a parent of that student

Additionally it includes:

- any statement of special educational needs held in respect of the student
- any Personal Education Plan [PEP] held in respect of the student. The PEP is the document initiated by children's services when a child is taken into care and maintained by the child's school which provides a record of educational needs, objectives and progress and achievements
- Information covered by the definition above falls within a variety of categories. The Further Information section of this entry includes guidance on some of these including child protection records, records where a child has a statement of SEN and records regarding exclusions

\*The basic interpretative provisions provided in the Data Protection Act 1998 Chapter 29 are quoted below and provide the definition of '*processing*' to be applied.

'Processing', in relation to information or data, means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data including:

- organisation, adaptation or alteration of the information or data,
- retrieval, consultation or use of the information or data,
- disclosure of the information or data by transmission, dissemination or otherwise make available, or
- alignment, combination, blocking, erasure or destruction of the information or data

### **Material in a student's educational record exempt from disclosure to parents**

When schools comply with a request to see or have a copy of a student's educational record under the Education [Pupil Information] [England] Regulations 2005 there is some information that must not be disclosed. This is any information that the child him/herself could not lawfully be given under the Data Protection Act 1998 [DPA 1998] or to which s/he would have no right of access under that Act or by virtue of any order made under section 30[2] or section 38[1] of the Act. The following information must not be disclosed:

- Information, the disclosure of which would be likely to cause serious harm to the physical or mental health or condition of the child or someone else.
- Information as to whether the child is or has been subject to or may be at risk of child abuse, where the disclosure of that information would not be in the best interests of the child.
- References supplied to potential employers of the child, any national body concerned with student admissions, another school, an institution of further or higher education, or any other place of education and training.
- Information supplied by the school in a report to any juvenile court, where the rules of that court provide that the information or part of it may be withheld from the child.

- Information concerning the child which also relates to another person who can be identified from that information or which identifies another person as the source of that information, unless the person has consented to the disclosure, or it is reasonable in all the circumstances to disclose the information without his/her consent or the person is an employee of the LA or of the school. [This exemption does not apply where it is possible to edit the information requested so as to omit the name or any other identifying particulars of that other person].
- Information recorded by the student during an examination.

### **Requests by students to see their educational record under The Data Protection Act [DPA] 1998**

Both manual and computerised personal information held by schools are subject to the DPA 1998. Under the Act students who submit written requests to see or have copies of their records must be allowed to do so within 40 days, unless it is obvious they do not understand what they are asking for.

When schools receive requests from students for disclosure of educational records under the DPA 1998, they must not disclose any information which is prohibited from disclosure under that Act. Queries relating to charging for copies made for students or whether to what extent students should be allowed to access their records should be addressed to the Information Commissioner's Office.

### **Transferring the curricular record when a student is under consideration for admission to another educational establishment**

When a student is being considered for a place at another school or institution of further or higher education, should the governing body be asked by the responsible person at that institution for a student's curricular record, it must be provided, free of charge, within 15 school days of the request being received. A responsible person is the head teacher of an independent school, the governing body of any other school or the person responsible for the conduct of any institution of further or higher education. The record sent must not include results of any assessments of the student's achievements.

### **Transferring a student's educational record when s/he moves to a new school**

When a student ceases to be registered at one school and becomes registered at another [either maintained or independent] in England, the governing body of the old school is responsible for transferring their educational record to the new school. This must be done no later than 15 school days after the day when the student ceases to be registered at the old school.

From 3 October 2005, schools must also transfer student records to schools to which students transfer [either maintained or independent] in Wales, Scotland and Northern Ireland. The record must be sent to the governing body of the new school or, if the school is an independent one, the head teacher.

### **When a school doesn't know a student's new school**

The duty to transfer a student's record doesn't apply where the old school doesn't know the new school and it is not reasonably practicable for them to find it out. What is reasonably practicable will depend on circumstances, but schools might be expected to telephone and write to a student's parents. Where neither of these approaches is successful, and it would involve

disproportionate effort to discover a student's new school by other means, the school will be justified in deciding it is not reasonably practicable to fulfil the requirement.

Although it is not a requirement that they should do so, in these circumstances schools are encouraged to send a common transfer file for that student, via the S2S website identifying the destination school as unknown. The information is then stored in the Lost Student Database. Schools which do not receive common transfer files for new students can ask the LA contacts to search this database to see if the files are there.

### **When a school receives a request for a student's educational record from a school to which s/he has transferred**

If the student's old school receives a request for their educational record [which they still hold] from the head teacher of an independent school or the governing body of a maintained school, the governing body must ensure it is provided within 15 school days of the request being received.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## **Resources**

None