

Ysgol Aberconwy



Access to Pupil Records

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THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

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YSGOL ABERCONWY

ACCESS TO PUPIL RECORDS POLICY

Background

The school receives requests for information on pupils from a wide range of sources for a variety of purposes. It is not always clear whether a duty to provide such information exists or even a right to receive it exists. Requests often arise when there is a marital/custody dispute. This document seeks to clarify the position.

Who may have a right to access?

Everyone who is a 'parent' has a right to participate in decisions about a child's education. All 'parents' must therefore be treated equally unless there is a court order to the contrary. Therefore all 'parents' have the right to receive information from school about their child and about relevant school events.

A 'parent' includes all natural parents, any person who has parental responsibility for a child or has care of a child. The latter means a person who the child lives with such as a foster carer, but may also include the local authority or social services.

A child of any age is entitled to see their own educational record,

Where a pupil is under consideration for admission to another school, that school may request a copy of a child's educational record and the Headteacher shall transfer it free of charge within 15 days. The records supplied shall include the results of any assessments of the pupil's achievements.

When a child changes school, a completed common transfer file must be sent to the receiving school (maintained or independent) along with all educational records relating to the child, including copies of their pupil reports. This does not apply to a pupil who has been on roll for less than four weeks.

When else may access be allowed/required?

A Special Educational Needs and Disability Tribunal may give directions requiring a party to deliver to the tribunal any document which the tribunal may require and which is in the power of the party to deliver.

When conducting enquiries on behalf of a Local Authority, Social Services must be given assistance by the school if called upon unless it would be 'unreasonable in all the circumstances of the case'.

Courts may also require a report on a pupil's school record and character. This will usually include details of the pupil's achievements, attendance and behaviour. Where relevant,

reference may be made to the pupil's health and home circumstances as well as the fact of the involvement of any other agencies.

Exceptionally the school may be required by a court to produce the school records of a named pupil.

What information must be provided?

The **Educational Record** for a pupil will contain copies of the annual reports along with communications of the Headteacher and teachers, LEA employees, other employees at the school, or those engaged under a contract of services by the governing body. Details of pupil's behaviour may be included but **not** 'information that is processed by a teacher solely for the teacher's own use', such as an aide-memoir, nor communications from other third parties such as a parent or local shopkeeper.

The annual pupil report to parents: This will include information on the pupil's general progress, their progress in all subjects and activities studied and their attendance record.

What information may be excluded?

Information that would result in disclosing information relating to another individual, who can be identified from that information may be excluded from any information provided. This does not apply when the other individual has consented to the disclosure of the information or else it is reasonable in all the circumstances to comply with the request without permission.

The school may not disclose confidential references supplied to any national body concerned with student admissions, another school or any other place of education or training.

What information must be excluded?

The school shall not disclose anything on a pupil's record that would be likely to cause serious harm to the pupil's physical or mental health, or that of anyone else. Nothing should be disclosed which suggests the child is, or has been, either the subject of, or at risk of, child abuse.

What time limits apply to the allowing of access to an educational record?

Upon receiving written request by a parent, the Headteacher shall make the record available for inspection or else provide a copy, if so requested, within 15 school days.

What charges can be made for the provision of information?

A charge may be levied for any copy requested, provided that the fee does not exceed the actual cost of supply (including administration costs) and is prescribed by the governing body.

Making changes to educational records

Where a parent or pupils give notice that they consider the pupil's record to be inaccurate, such a notice should be attached to the record and forms part of it. If the Headteacher is unwilling to agree to the request then there will be a right of appeal.