

INTRODUCTION TO PUPIL EDUCATION RECORDS - OVERVIEW

What is a pupil education record?

Who can request a pupil education record?

Those with parental authority can request access to their child's education record under The Education (Pupil Information) (England) Regulations 2005.

What is included within an educational record?

It can be difficult to establish what information should be released. The table on the next page outlines what is typically included within a pupil education record.

Do we have to respond?

Only schools under the umbrella of a local authority and any special schools have to adhere to this right. Independent schools, academies, and free schools are not required to respond to any requests they receive but may wish to do so regardless.

There are only certain situations where an education record may be withheld from a parent/guardian. For example, if the information may cause serious harm to the physical/mental health of the pupil / another individual. A request can also be denied if it would mean that exam results would be released before they are officially announced.

How long do we have to respond?

Any request must be responded to within 15 school days, not including school holidays. Parents will often request information using this legislation but will ask for more information than would typically be included with an educational record, and would fall under a Subject Access Request. In this case, you can choose to respond to the entire request within the 15 days, or you can respond with that included within a pupil education record within 15 days, and fulfil the rest of the request within the time constraints of a SAR.

Record Type	Notes
Record of transfer from Early Years setting	If applicable
Admission form Data collection/Checking Form – current	This should be checked regularly by parents to ensure details are accurate
Annual written report to parents National Curriculum and Religious Education locally agreed syllabus record sheets	
Any information relating to a major incident involving the child	

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Record Type	Notes
Statements/Plans, reports, etc. for educational support, e.g. SEN, speech and Language	
Medical information relevant to the child's on-going education/ behaviour	
Child protection reports/disclosures and supporting documentation	Store in a separate area or the record or keep in a separate linked file
An information relating to exclusions (fixed or permanent)	
Specific correspondence with parents or outside agencies relating to major Issues	This may be in e-mail form. Once matter is closed save any correspondence that records sequence or events, pertinent issues and outcomes to pupil record
Summary details of complaints made by the parents or the pupil relevant to the child's on-going education/behaviour	This may be in e-mail form, see note above. Most complaints records are retained by the school and not as part of the pupil record
Examination Results - pupil copy	Send uncollected certificates back to exam board after all reasonable efforts to contact the pupil have been exhausted
SATS Result	A note or the result should be recorded

