

PUPIL EDUCATION RECORDS

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.



PUPIL EDUCATION RECORD

1

Record of transfer from Early Years setting

Notes:
If applicable

2

Admission form Data collection/Checking Form

Notes:
This should be checked regularly by parents to ensure details are accurate

3

Annual written report to parents

Notes:
National Curriculum and Religious Education locally agreed syllabus record sheets

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.

4

Any information relating to a major incident involving the child

Notes:
If applicable.

5

Statements/Plans, reports, etc. for educational support

Notes:
Example SEN, speech and Language.

6

Medical information relevant to the child's on-going education/behaviour

Notes:
If applicable.

Five Key Actions



REVIEW

Regularly review your record systems and retention schedule.



UPDATE

Keep records up to date. Remove what is no longer needed.



SECURE

Store records securely and restrict access to those who need it.



TRAIN

Ensure staff understand their responsibilities for record keeping.



DISPOSE

Dispose of records securely in line with retention schedules.

7

Child protection reports/disclosures and supporting documentation

Notes:
Often stored in a separate area or kept in a separate linked file.

8

An information relating to exclusions

Notes:
Fixed or permanent if applicable.

9

Specific correspondence with parents or outside agencies relating to major issues

Notes:
This maybe in email format. Once matter is closed save any correspondence to pupil record.

10

Summary details of complaints made by the parents or the pupil

Notes:
This may be in e-mail form. Most complaints are retained by the school and not on the pupil record.

11

Examination Results pupil copy

Notes:
Send uncollected certificates back to exam board after all reasonable efforts to contact the pupil have been exhausted.

12

SATS Result

Notes:
A note or the result should be recorded.