



SOUTH MOLTON
COMMUNITY COLLEGE
— supporting success —

Pupil Records Policy

Adopted by the Governing Body: May 2015

Introduction

Since 1 March 2000 there have been new requirements for the keeping, disclosure and (since 1 May 2000) transfer of a pupil's educational record. These take account of the Data Protection Act 1998 and strengthen the arrangements for the transfer of information when a pupil changes school.

The changes were:

- Copies of pupil reports form part of the pupil's education record.
- All pupils are entitled to have their records disclosed to them on written request unless exceptional circumstances apply.
- Pupil records must be transferred automatically when a pupil changes school.
- From 1 May 2000 use of the common transfer form, or electronic equivalent, has been used to transfer information when a pupil changes school.
- As a consequence of the introduction of the common transfer form, the Principal's report to a receiving school has no longer been required.

Disclosure of Educational Records

Both manual and computerised personal information held by the College are subject to the Data Protection Act 1998. Before the Act came into force, parents had the general right to see their child's educational record so long as the child was aged under 18; and pupils themselves had a right to see manual records so long as they were aged 16 or over.

Under the Act and Regulations made under it:

- The right of parents to see their children's record remains essentially the same, but the right of the pupil to see the record is different.
- It is no longer related to the age of the child, instead children who submit written requests to see their records should be allowed to do so unless it is obvious that they do not understand what they are asking for.
- The College should not disclose anything on pupils' records which would be likely to cause serious harm to children's physical or mental health, including material concerning actual or suspected child abuse.

Process for providing access:

- The pupils' records will be made available to parents or pupils (see above) on receipt of a written request.
- The records will be made available within 48 hours (2 school days) of the request.
- The records will be available in the interview room.
- Photocopies of the complete record will be available at the cost of 10p per A4 sheet. Cost to be met by parent/carer.

Transfer of educational records

When pupils transfer from one school to another, the Principal sends to the new school all educational records relating to the pupil, including copies of their pupil reports.

However, if a pupil transfers to an institution of further or higher education, or any other place of education or training other than a school, the data need not be sent. The record would only be transferred if requested in writing.