



## Whitgreave Primary School Guidance Notes on Pupil Records

These guidelines are intended to help provide consistency of practice in the way in which pupil records are managed. These will assist Whitgreave Primary School on how pupil records should be managed and what kind of information should be included in the file.

These guidelines apply to information created and stored in both physical and electronic format.

These are only guidelines and have no legal status.

### **Managing Pupil Records**

The pupil record should be seen as the core record charting an individual pupil's progress through the Education System. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file (although it may spread across more than one file cover).

### **Recording information**

Pupils have a right of access to their educational record and so do their parents under the Education (Pupil Information) (England) Regulations 2008. Under the Data Protection Regulations, a pupil or their nominated representative has a right to see information held about them. This right exists until the point that the file is destroyed. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

The General Data Protection Regulations give information rights to children from 13 years of age and older and consideration needs to be given when requests for pupil's personal information are received.

## **Opening a Pupil File**

These guidelines apply to information created and stored in both physical and electronic format.

The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. Whitgreave Primary School retains all pupil records in electronic format with the exception of files held by the Safeguarding/SEN team.

## **Items which should be included on the Pupil Record**

- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file.
- Admission form (application form).
- Privacy Notice (if these are issued annually only the most recent need be on the file).
- Photography Consents.
- Years Record.
- 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 (either an accident or other incident).
- Any reports written about the child.
- Any information about a statement and support offered in relation to the statement.
- Any relevant medical information (should be stored in the file in a sealed envelope clearly marked as such).
- Child protection reports/disclosures (should be stored in the file in a sealed envelope clearly marked as such).
- Any information relating to exclusions (fixed or permanent).
- Any correspondence with parents or outside agencies relating to major issues.
- Details of any complaints made by the parents or the pupil.

## **SIMS.net Details**

SIMS.net is the electronic system used within schools to record pupil data.

The Unique Pupil Number is a number that identifies each pupil in England uniquely. It is intended to remain with them throughout their school career regardless of any change in school or Local Authority. Not to be confused with the Unique Learner Number allocated to pupils over 14

Although this is "sensitive" data under the Data Protection Act 2018, the Department for Education require statistics about ethnicity

Mother Tongue details need to be recorded for the School Census (Mother Tongue)

Additional information within SIMS.net is identified as "sensitive" data under the Data Protection Act 2018 however, the school has good reasons for collecting the information.

The following records should be stored separately to the pupil record as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files before they are transferred on to another school.

- Absence notes.
- Parental consent forms for trips/outings (in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record).
- Correspondence with parents about minor issues.
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident).

### **Transferring the Pupil Record to the Secondary School**

The pupil record should not be weeded before transfer to the secondary school unless any records with a short retention period have been placed in the file.

Primary schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

Files should not be sent by post unless absolutely necessary. If files are sent by post, they should be sent by registered post with an accompanying list of the files.

The secondary school should sign a copy of the list to say that they have received the files and return that to the primary school.

Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes.

Electronic documents that relate to the pupil file also need to be transferred, or, if duplicated in a master paper file, destroyed.

### **Responsibility for the Pupil Record once the Pupil Leaves the School**

The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years.

### **Safe Destruction of the Pupil Record**

The pupil record should be disposed of in accordance with the Safe Disposal of Records Guidelines.

### **Transfer of a Pupil Record Outside the EU Area**

If you are requested to transfer a pupil file outside the EU area because a pupil has moved into that area, please contact the Local Authority for further advice.

### **Storage of Pupil Records**

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security.

Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.