



'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.'

'We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'

Date Adopted	
Signed (Governors)	
Signed (Headteacher)	
Date for review	

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 wherever they find themselves in the Education system and should contain information that is accurate, objective and easy to access.’ (Records Management Society)

Holy Trinity Dobcross School ensures that all personal records are kept in a secure environment and are only accessed by relevant parties with permission, where necessary, from the pupil’s parents.

Opening a file

Each pupil that begins their education at Holy Trinity Dobcross will have a file opened for them. This file will then follow the child throughout their academic journey. Pupils who transfer from other schools will already have a folder and this folder will be sent to our school in due course. Once the file is received the information will be checked by the Office manager. Information on the front of the file should be as follows:-

- Surname
- Forename
- DOB
- Gender
- Position in family
- Ethnic origin
- Language of home (if other than English)
- Religion
- Names of parents and/or guardians with home address and telephone number
- Name of the school, admission number and the date of admission and the date of leaving.

Inside the front cover is the following information:

- The name of the pupil’s doctor
- Emergency contact details

The file cover also contains a note of the date the file was opened.

Items to be included in pupil records

Pupil records are kept in lockable cabinets in the main office. Each folder contains the same basic information, however, some pupils will have additional information. Below is a list of basic information.

- 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)
- Parental permission for photographs to be taken (or not)
- Years Record
- Annual Written Report to Parents

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- 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 an envelope)
- Child protection reports/disclosures (a note should be added to the folder to indicate this but records of the issue are kept in a separate file in the Head's office)
- 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

Transferring the pupil record to the secondary school

All the above listed information should be sent with the pupil's file to secondary school. It is not necessary for Holy Trinity Dobcross to keep copies of the records except if there is ongoing legal action when the pupil leaves our school.

Custody of, and therefore responsibility for, the records passes to the school the pupil transfers to.

When files are sent by post, they should be sent by registered post with an accompanying list of the files. Where possible, 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.

Responsibility for the pupil record once the pupil leaves the school

The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the pupil record until the pupil reaches the age of 25 years. This retention is set in line with the Limitation Act 1980 which allows that a claim can be made against an organisation by a minor for up to 7 years from their 18th birthday.

Safe destruction of the pupil record

The pupil record should be disposed of in accordance with the safe disposal of records guidelines.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration /	Name	Legally	All Staff	Initially	Held On File

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Admissions Data	D.O.B. Address Telephone Medical Issues Parental Details	Required To For Admission To School Well-Being of Your Child Communication	(Where Necessary)	Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Throughout Child's Time At School Passed Onto New School When Moving Computer Retains Copy of Records in 'Archive'
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As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓