


Pupil Records Policy

Issue Date:	January 2016, reviewed January 2018
Review Date:	This policy will be reviewed and revised by the administration team on a biennial basis.
Endorsement:	Full endorsement to this policy is given by:
Name:	Thais Bishop
Position:	Brighton Waldorf School Trustee
Signed:	
Date:	January 2018

Policy

This policy refers to:

- Education (Pupil Information) (England) Regulations 2005
- Freedom of Information Act 2000
- Protection of Freedoms Bill 2010
- Data Protection Act 1998
- Human Rights Act 1998
- Access to Medical Reports Act 1988
- Data Protection (Subject Access Modification) (Education) Order 2000

Pupil records need to include everything pertaining to that child, including records of meetings with parents, child studies, when a child is mentioned or discussed in College etc.

Separate files are kept for finance, child protection and confidential medical records. These are kept respectively by the finance dept, administrator and designated safeguarding leads.

Pupil records in the Main School need to contain:

Admissions

- Admissions and applications forms, previous school reports, kindergarten files
- Notice/leaving letters
- Requests for leave

Reports

- Yearly and mid term reports
- Class 1 rising assessments
- Home visit report
- Reports from other professionals eg educational psychologist, curative Eurythmy.

Medical

- School doctor's reports
- Consent forms for homeopathic treatment
- Copies of any incident or accident reports, with the name of any other child involved blocked out.

Consent forms

- Standard permission consents, ie generic yearly consent form for park visits etc., but not one-off educational visit forms.

Issues/Studies

- Individual Education Plans – SENCOs would also have a copy of these
- Child studies
- Behaviour records, incl past behaviour books
- Copies of any incident or accident reports, with the name of any other child involved blocked out.
- Parents' complaints if referring to this child, but not another child or sibling, their name must be blocked out.
- Copy of Parent Meeting Slip.

Pupil records (files) in the Early Years need to contain:

Reports

- Yearly and mid term reports
- Reports from other settings
- School doctor's reports
- Class 1 rising assessments
- Reports from other professionals eg educational psychologist, curative Eurythmy.

Medical

- Consent forms for homeopathic treatment
- Copies of any incident or accident reports, with the name of any other child involved blocked out.

Pupil profile

- EYFS pupil profile
- Teachers' observations
- Home visit reports
- Photos, drawings, paintings

- SEN documentation
- Child studies
- Parents' complaints if referring to this child, but not another child or sibling, their name must be blocked out.
- Parent conversations, meeting slips, child interest forms, yellow feedback slips from parents, copies of pink slips to parents

Consent forms

- Standard permission consents, ie generic yearly consent form for park visits etc., but not one-off educational visit forms.

Notes

- Anything pertaining to Child Protection issues are not kept in these files but stored securely by the relevant Designated Safeguarding Lead.
- Absence notes are to be kept in register.

- School reports should state number of school days in that year, number attended and the percentage of absence.
- Contact and medical information and general consent forms should be updated by the parents at the beginning of every academic year.
- One-off educational visit consent forms are kept by The Health and Safety Co-ordinator, and stored for 25 years!
- An extra file for all letters that go out to the parents/students should be kept at the front of each class's section in the filing cabinet.
- Parent meeting slips are to be used for recording conversations with parents or anything else that is pertinent.
- All admissions documentation is kept in a locked filing cabinet or cupboard. This includes:
 - Admissions and applications forms
 - Notice/leaving letters
 - Requests for leave

Procedure

Where and how:

- All pupil files are to be securely stored in locked cupboards or filing cabinets.
- Files are to be kept in class groupings and in alphabetical order.
- A contents check list is attached to the inside of the file / folder for reference.
- Sub dividers will provide assistance in orderly filing.

Who will have access?

These files are confidential and access is on a need to know basis. The following staff would normally need to obtain access:

- The Admissions Officer
- The Administrator

- Class teacher
- Class Guardian
- Early Years teacher
- Subject and Learning Support teachers

Parent or pupil access:

- Parents and children have the right to see the file if requested in writing.
- The file must be made available within 15 school days of receipt of this request.
- The files may be viewed under supervision but cannot be removed from the premises.
- Either the Class Teacher or Administrator can be asked to supervise file access.
- Copies of documents can be made if requested, but up to a reasonable copying cost limit.

The Pupil Records filing cabinet must be kept locked when not in use.

When?

- The **Admissions Officer** will create a new file / folder upon admission of a new pupil. All the appropriate check lists, dividers, note books will be supplied. The first paperwork inserted: application form and previous school's reports where applicable. The class teacher, class guardian or early years teacher will be informed of its existence.
- The **Admin Department** will place a copy of the yearly school reports in July.
- After any consultation or visits from other professionals eg; educational psychologist, curative eurythmist, school doctor.
- Request from pupil or parent, refer to above.
- Class 1 rising assessments will be added in the Spring term.

Leavers

If it is known where the child will next be attending school, copies of relevant documents (ie, not permission slips etc.) will be forwarded to that school.

Monitoring

In order to assess the implementation of the above procedure, the **School Director** will undertake periodic spot checks on individual files and if necessary encourage stricter adherence.

School inspectors will also need to access these files.