

PORTHCAWL COMPREHENSIVE SCHOOL

KEEPING, DISPOSAL, DISCLOSURE AND TRANSFER OF PUPIL INFORMATION POLICY

1.

PREAMBLE

Guidance Circular 18/2006 provides advice and guidance on the keeping, disposal, disclosure and transfer of a pupil's educational record. It takes into account the Data Protection Act 1998 and Freedom of Information Act 2000.

This guidance replaces the Welsh Office circular 35/98 : Reports on Pupils' Achievements from 1999 and is based on the Education (Pupil Information Wales) Regulations 2004 and the Education (School Records) Regulations 1989.

This targets mainstream schools in Wales and covers the issue of children missing education in the context of the use of the Lost Pupil Database and the current transfer of pupil information.

2.

POLICY

The aim is that:-

- Copies of pupil records will form part of the education record.
- All pupils will be entitled to have their educational records disclosed to them upon written request unless it is obvious that they do not understand what they are asking for.
- The school must use the Common Transfer System (CTS) to transfer certain specified information electronically when a pupil changes school.
- Other information provided in a pupil's education record can be transferred electronically but may also be sent in paper form or a combination of both.
- The school must send a Common Transfer File (CTF) to the Lost Pupil Database when a pupil's destination school is unknown.
- The school (and LEA) must make all reasonable efforts to ascertain the destination of a pupil who has left the school without advising of their destination school.
- The school (and LEA) must make all reasonable efforts to obtain a CTF for a pupil arriving at their school even when the pupil's previous school is unknown.

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- As a consequence of the CTS, the Headteacher's report to a receiving school is no longer required.
- Outcomes for pupils at the end of Key Stage 2 should be reported as attainment levels. The secondary school provides attainment levels at the end of key stage 3 through the LEA to the Welsh Government in electronic form.

3.

PROCESS

- It is the duty of the Headteacher to ensure that a school record is available for a parent to view free of charge. If a parent requests a copy of a school record the Headteacher is permitted to charge a fee that does not exceed the cost of supplying the record.
- At least once a year, a written report is compiled for pupils' progress and attendance - Senior Heads of Year, Heads of Year, Form Tutors and Subject Teachers are involved. The Head of Department and Head of Faculty are the first line in responsibility for the quality of reports. Senior Management also contribute to the completion of reports and oversee the quality following analysis by HoD / HoFs.
- The Headteacher is strongly encouraged, when devising reporting formats, to seek the views of Governors and parents wherever possible.
- It is the duty of the Headteacher to provide all pupils over compulsory school age who are proposing to leave, or have left the school, with a report on their school achievements.
- Whenever a pupil joins a school from another school within England or Wales a CTF must accompany him/her (pupils joining from Scotland, Northern Ireland or outside the UK will not necessarily have a CTF).
- When a pupil leaves a school for a new school, the school must generate a CTF and send it to the destination school.
- The Headteacher must pass on specific pupil information in electronic format when a pupil changes school using the CTS **within 15 days** after the pupil ceases to be registered there.
- If the Headteacher has been unable to ascertain the location of a pupil's destination then the pupil's CTF must be transferred to the Lost Pupil area of the S2S website. (S2S – school to school)
- The Headteacher can only transfer pupil information from one school to another school in the same LEA through the LEA's secure intranet site. For pupils transferring anywhere else the S2S site **must** be used.

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4.

PROCEDURES

- Information regarding pupils' attendance, progress, special educational needs, where appropriate, are kept electronically and hard copies kept securely by Heads of Year.
- Records are made available for parents and may be disclosed within 15 school days upon receipt of a written request from a parent or pupil to view or obtain a copy of a school record.
- The school provides pupils who leave school at the end of Key Stage 4 or 5 with a detailed report including attendance, results of public examinations, progress, achievements and any other relevant information. (National Record of Achievement)
- During Parents' Evenings, information is discussed with the pupil's parent/guardian.
- All files including Special Needs, Child Protection and LAC files are securely retained by the relevant designated teachers.
- The files of pupils/students who complete their education at Porthcawl Comprehensive School are kept securely under lock and key for a period of ten years from the time the pupil/student leaves the school.
- The Headteacher passes on specific pupil information when a pupil changes school - this information is provided by the Senior Year Tutor/Head of year.
- The school maintains/up-dates and secures information as required by the LEA.
- The Headteacher, SMT, Senior Heads of Year, Heads of Year and relevant designated teachers contact the LEA and other outside agencies, where appropriate, in order to maintain pupil information.