

Policy Title:	Access to and Management of Student Records
Policy Reference:	TOA040
Description:	This document provides information and guidance on the regulations concerning the keeping, disclosure and transfer of student records
Status:	Non-Statutory
Category:	Staff
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Version:	V1.1
Other relevant TOA polices:	TOA009 - Charging and Remissions Policy TOA011 - Complaints Policy TOA060 - Data Protection Policy
Adopted by the Governing Board on:	N/A
Date for Review:	September 2012

Change Record

Version	Date	Description
1.1	July 2010	Amended as part of the policy review process
1.2		
1.3		
1.4		

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THE OXFORD ACADEMY

The Oxford Academy is a learning environment at the heart of its community. We promote care and respect and expect high standards in all aspects of Academy life.

We aim to build a community clearly based on a Christian ethos, recognising the integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution and protect the vulnerable. We are committed to justice and compassion. Mutual respect and trust are central within the Academy.

Our vision for The Oxford Academy is based on the following beliefs:

- Education matters in society: the provision of a well ordered, stimulating learning environment is a common right for all our children
- The Academy should articulate social and moral values and respect for others, irrespective of their class, gender, race or religion
- The Academy will promote the highest achievement in youngsters, irrespective of their abilities or self-expectations. Competition and collaboration are both equally important to learning. The aspirations of all our students will be nurtured
- The Academy will celebrate students' achievements and challenge fixed notions of ability. We will value and reward young people's verbal, practical, academic, sporting, artistic and leadership skills
- An effective and flourishing Academy should be "public" rather than "private", explaining to parents what is being taught and how the curriculum is being interpreted. It should be open to praise and constructive feedback in a genuine spirit of partnership
- An effective Academy should work closely with neighbouring schools to improve opportunities for children and young people
- The work of the Academy will be underpinned at all times by its ultimate aim – to improve standards, achievement and the life chances of young people. The Oxford Academy is, first and foremost, a place of high quality learning and teaching for young people aged 11-19

This policy, and its associated procedures and protocols, is based on these key principles.

Access to and Management of Student Records

1. Introduction

The Academy recognises that keeping good records is an essential part of a structured approach to planning and that good practice in the area of record keeping is based on some key principles.

2. Legal Framework

Since 1 March 2000 there have been new requirements for the keeping, disclosure and, for students transferring after 1 May 2000, the transfer of a student's educational record. These take account of the Data Protection Act 1998 and strengthen the arrangements for the transfer of information when a student changes school. This policy sets out a framework for the keeping, disclosure and transfer of a student's educational record at the Academy.

The Data Protection Act provides individuals with a right of access to their personal data under certain conditions and subject to a number of exemptions. The Academy is required to comply with rules of information handling, known as the data protection principles, and other requirements of the Data Protection Act, including maintaining student data in secure conditions and processing and disclosing data only within the terms of its Data Protection notification.

The Academy will ensure that:

- Copies of student reports form part of the student's education record
- All students are entitled to have their records disclosed to them on written request unless exceptional circumstances apply
- Student records are transferred automatically when a student changes school via the common transfer form, or electronic equivalent, and is sent within 15 days of the student ceasing to be registered at the Academy

3. Guidance and Procedures

3.1 Keeping Student Records

- Records kept on a student should provide a clear history of the student's work and educational records

- Records should be used to ensure that students' needs are met and assist in security and disciplinary processes, and pastoral and welfare care
- All staff must bear in mind that information retained by them in records and/or mark books is not confidential
- Students and their parents are entitled to know what is kept on file about the student (and/or about the parent(s))
- Medical matters and those concerning child protection will be kept in a confidential file and will be supplied to relevant authorities where the Principal deems it appropriate (eg police or social services). Only the Principal and staff authorised by the Principal may have access to this file
- Storage of records comply with the Data Protection Act 1998 and the Academy's equal opportunities policies
- Student records provide an audit trail for inspection and contribute to the ongoing improvement of practice at the Academy
- School Information Management System (SIMS) is used by the Academy to store the majority of documents and information electronically. Hard copies of correspondences and notes, where relevant, are also stored in the students' files
- Sensitive material relating to safeguarding and welfare are kept within confidential files by the Designated Person. This information is shared on a "need to know" basis as per safeguarding protocols

3.2 Disclosure of Student Records

3.2.1 Who may Request Access?

A student of any age is entitled to see his/her own educational record, unless it is obvious that s/he does not understand what they are asking for.

All parents have the right to participate in decisions about a student's education, so the Academy must treat all "parents" equally, unless there is a Court Order to the contrary. A "parent", as defined by the Education Act 1996, includes all natural parents, any person who has parental responsibility for a student or has care of a student, the latter meaning the person who the student lives with. All parents therefore have the right to receive information from The Oxford Academy about the student and about relevant Academy events.

There will be a need for relevant staff or volunteers working within the Academy to be informed of individual student information, both for academic and pastoral reasons. Academic data will be available for all teaching and support staff on a

“need to know” basis to enable them to plan and set targets effectively. Teaching staff will discuss individual achievement data with the individual concerned and their parents. However, the unnecessary publication of individual achievement data with groups of students should be avoided.

The President of a Special Educational Needs and Disability Tribunal may give directions requiring a party to deliver to the tribunal any document which it may require and which is in the power of the party to deliver.

When a Social Services Department is conducting enquiries on behalf of a Local Authority, under section 47(9)-(11) of the Children's Act 1987, the Academy must assist in those enquiries, if called upon, unless it would be “unreasonable in all the circumstances of the case”.

Courts may also require the Academy to provide a report on a student’s school record and character. This will usually include details of the student’s achievements, attendance and behaviour. Where relevant, reference may be made to the student’s health and home circumstances as well as the involvement of any other agencies. Exceptionally, a court may also require the Academy to produce The Oxford Academy’s records of a named student.

3.2.2 What Information must be Provided?

- i. The educational record for a student, which contains copies of the annual reports along with communications of the Principal and teachers at the Academy, other employees at the Academy, or those engaged under a contract of services by the Governing Board. Details of the student’s behaviour may be included but not “information that is processed by a teacher solely for the teacher’s own use”, such as an aide-memoire, nor communications from other third parties such as the parent or a local shopkeeper. The meaning of “educational record” is defined by Schedule 11 of the Data Protection Act 1998
- ii. The annual student report to parents and adult students, the content of which is specified in The Education (Pupil Information) (England) Regulations 2000 (SI 2000 No.297). This will include information on the student’s general progress, their progress in all subjects and activities studied their attendance record and arrangements to discuss the report with a teacher at the Academy.

3.2.3 What Information may be Excluded?

The Data Protection Act allows a Data Controller to decline to provide information, where the request cannot be complied with, without disclosing information relating to another individual, who can be identified from that information. This does not apply where the other individual has consented to

the disclosure of the information or else it is reasonable in all the circumstances to comply with the request without such permission.

The Oxford Academy may not disclose confidential references supplied to potential employers of the student, any national body concerned with student admissions, another school or any other place of education or training. The recipient of any such reference will however be obliged to disclose the same if it is kept in a “relevant filing system”.

3.2.4 What Information must be Excluded?

The Academy should not disclose anything on a student’s record that would be likely to cause serious harm to the student’s physical or mental health, or that of anyone else. Nothing should be disclosed which suggests that the student is, or has been, either the subject of or at risk of student abuse.

3.2.5 Time Limits

Upon receiving a written request by a parent, the Principal of The Oxford Academy shall make the record available for inspection or else provide a copy, if so requested, within 15 days.

3.2.6 Charges

A charge may be levied for any copy requested, provided that the fee does not exceed the actual cost of supply (including administration costs) and is as prescribed by the Governing Board.

3.2.7 Making Changes to Educational Records

Where a parent or student gives notice that they consider the student’s record to be inaccurate, such notice should be attached to the record and form part of it. If the Principal is unwilling to agree to the request then there will be a right of appeal under the Complaints policy.

3.3 Transfer of Student Records

Where a student is under consideration for admission to another school, or to an institution of further or higher education, upon written request from the same, the Principal shall transfer to the responsible person, free of charge, the student’s curricular record within 15 days. The record supplied shall NOT include the results of any assessments of the student’s achievements.

When a student changes school, a completed common transfer form must be sent to the receiving school (maintained or independent) together with all educational records relating to the student, including copies of their student reports. This does not apply where the student has been on roll for less than four weeks.

4. Equal Opportunities Monitoring

Information for the purposes of equal opportunity monitoring of students is periodically required by the Government. This is sensitive personal data, and the information should be kept to a minimum and, as far as possible, in an anonymous form.

5. Monitoring, Evaluation and Review

This policy will be reviewed at least every two years to assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Appendix 1 - Access to Information Matrix

Information Level	Vice Principal (Learners)	Head of Inclusion	Designated Safeguarding Person & Governor	Teachers	Teaching Assistant	Admin Staff	Heads of School	Mentor	Health	Social services	Ed Psych	YOTs	EWS	Police	Governors	Other Agencies
Basic																
Name	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Address	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Date of Birth	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Parents/Guardians	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Contact Telephone numbers	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
GP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
General Medical Conditions	X	X	X	X	X		X	X	X							
Dietary Requirements	X	X	X	X		X	X		X							
Mobility	X	X	X	X	X	X	X	X	X	X	X					
Short term intervention	X	X	X	X	X		X	X			X	X	X		X	
Mild/moderate behavioural difficulties	X	X	X	X	X		X	X	X	X	X	X		X		
Occasional guidance and support	X	X	X	X	X		X	X	X	X	X	X	X			
Isolated incidences of disturbing behaviour	X	X	X	X	X		X	X	X	X	X	X	X	X		

	Vice Principal (Learners)	Head of Inclusion	Designated Safeguarding Person & Governor	Teachers	Teaching Assistant	Admin Staff	Heads of School	Year Head	Health	Social services	Ed Psych	YOTs	EWS	Police	Governors	Other Agencies
Medium																
Literacy	X	X	X	X	X		X	X			X					
Numeracy	X	X	X	X	X		X	X			X					
Speech and language difficulties	X	X	X	X	X		X	X			X					
Learning difficulties	X	X	X	X	X		X	X	X	X	X	X	X		X	
Physical difficulties	X	X	X	X	X		X	X	X	X	X	X	X		X	
Behaviour Specific	X	X	X	X	X		X	X	X	X	X	X	X	X	X	
Special medical information	X	X	X	X	X		X		X	X	X					
General/specific learning difficulties	X	X	X	X	X		X	X	X	X	X	X	X	X		
Current History	X	X	X	X	X		X		X	X	X					
School Action	X	X	X	X	X		X	X			X		X			
School Action +	X	X	X	X	X		X	X			X		X			
Periodic support individual and group	X	X	X	X	X		X	X			X		X			
High																
All Medical	X	X	X				X		X		X					
All History	X	X	X				X		X		X					
Improved adult/student ratio	X	X	X	X	X		X	X			X		X			
Specialist Provision	X	X	X				X				X					
Statemented	X	X	X	X	X		X	X	X	X	X	X	X			