



Access to Student Records Policy

September 2010 – September 2013





Rationale

Students' records are confidential documents for use only within and by the Academy for matters relating to individual students. All staff need to maintain and respect an individual's right to privacy and in doing so should be careful not to disclose personal information that could compromise the individual concerned or themselves.

PERSONAL INFORMATION DATA

1. Personal Information Data for the Public Domain

1.1 There is a legal requirement that information relating to students academic achievements and progress must be published annually to the DCSF. This will be undertaken by the Senior Vice Principal and SIMS and Data Manager, in line with the DCSF' guidelines.

1.2 Any other academic data relating to past or present students used for any purpose outside of the Academy must be presented in an anonymous format.

1.3 Sensitive personal information about past or present students should only be disclosed to external agencies acting for and on behalf of individual students or their parents/guardians.

This may include some of the following agencies and organisations:

- i. The Connexions Service
- ii. Social Services
- iii. Educational Psychologists
- iv. Medical Professionals
- v. Education Support Services
- vi. The Police Force and its related organisations

1.4 In some instances parental permission/consultation should be sought prior to involving outside agencies. Exceptions from this rule will include matters relating to Child Protection, (which should only be referred through the designated Child Protection Officer) And for example in cases of medical emergency where parents/guardians should be notified of action taken without delay.

1.5 Under no circumstance should personal information be passed on to representatives of the Media.

2. Personal Information Data within the Academy

2.1 Within the Academy there will be a need for staff to be informed of individual student information both for academic and pastoral reasons.



2.2 Academic data will be available for all teaching and associate staff to enable them to plan, target and monitor effectively. Teaching staff will discuss individual achievement data with the individuals concerned and their parent/guardian if required.

2.3 Personal Tutors will need to have an overview both of academic achievement data and personal information data and should discuss these with the individual student and parent/guardian as required. The Personal Tutor should also inform teaching staff of individual personal data if it is deemed necessary to ensure the student is taught and catered for appropriately. Such information should also be given to the relevant House Leaders. Personal information regarding individual students should not be discussed with members of the public by Academy staff.

2.4 All teaching and associate staff should be notified of any medical information relating to students at the start of each academic year. The Assistant Principal for Data should present a Medical Information Register at the start of the academic year for those students entering the Academy. The Medical Information Register should then be updated as required by the Academy Nurses for all other year groups and published annually for all teaching and support staff.

3. Parental Access to Student Personal Information Data

3.1 Parents and guardians have a legal right to have access to their child's records and personal data. The procedure for parents and the Academy to follow is outlined below:

- i. The parent/guardian makes a written request to see their child's personal data information to the head of house.
- ii. The Assistant Principal for each house authorises the request once satisfied as to the identity of the person requesting the information is the legal parent or guardian.
- iii. The Head of House will contact the parent/guardian and make the personal data available for viewing on the Academy premises. The original information must remain within the filing system at the Academy.

Date of review

September 2013