

The logo for Manor Croft Academy features a stylized blue and dark blue wave-like graphic to the left of the text "Manor Croft Academy".

Manor Croft Academy

The logo for School Partnership Trust Academies features a stylized light blue and dark blue wave-like graphic to the left of the text "School Partnership Trust" and "Academies" stacked vertically.

School Partnership Trust

Guidance on access to student records

Issue Date	24 th September 2014
Review Date	24th September 2017

Aims

To enable access for all stakeholders who have the legal right to access students' records

This will be achieved by:

- Meeting the Academy's responsibilities under the Data Protection Act 1998 with regard to requests for information
- Granting all legitimate requests for information except in the case of the following:
 - information which might cause serious harm to the physical or mental health of the student or another individual
 - cases where the disclosure would reveal a child is at risk of abuse
 - information contained in adoption and parental order records
 - information given to a court in proceedings under the Magistrates' Courts (Children and Young persons) Rules 1992
 - copies of examination scripts
 - providing examination marks before they are officially announced

Targets/Outcomes

Students' records will be kept in digital form in a secure drive that can only be accessed by Academy staff and that with express permission or rights at the discretion of the Principal.

Definition:

- information held on computer (or other automated means)

- information held in structured files
- information in the educational record regardless of the form in which it is held
- unstructured information, for example, held in loose correspondence

Roles and Responsibilities:

Students will be allowed to access their records and those responsible should take into account whether:

- the child wants their parent (or someone with parent/career) responsibility for them) to be involved in the request
- the child properly understands what is involved in making the request and the type of information they will receive

All staff will:

- Access and upgrade student records where necessary to support their welfare, educational experience and

In addition **teaching staff** will:

- Access student records where necessary to support their learning and enable appropriate levels of challenge and differentiation
- Maintain accurate records of communication with parents/carers, achievement grades/levels, merits and demerits, and any additional information relating to the student

Parents/ carers will:

- Make requests for information in writing to the Governing Body and will expect to have received a response within 15 days
- Obtain additional or further information from the website www.ico.gov.uk

Academy SLT will:

- Support staff in training and following procedures to maintain the integrity and accessibility of students records
- Ensure that student records are maintained in a secure digital location
- Ensure paper documents are scanned in sufficient resolution to enable them to be clearly read
- Implement, monitor, review and revise the policy with Governors

Related Docs:

- www.foi.gov.uk/practitioner/feesguidance.htm
- www.ico.gov.uk
- ICO data Protection Guidance Note V2.0 (E) 24/01/07