

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR EDUCATIONAL RECORDS, SCHOOL REPORTS AND THE COMMON TRANSFER SYSTEM



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Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydweith Cymru



Menter Ysgolion y Drefnadaeth Gymreig



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## Portfield School Policy for Educational Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information

Portfield School adopts the National Assembly for Wales' guidance circular 18/2006 on the updated requirements concerning the keeping, disposal, disclosure and transfer of pupil information.

### **Educational records**

An educational record consists of all information relating to a pupil's academic achievements, skills, abilities and progress in schools.

It is the duty of the governing body to keep a curricular record for every registered pupil. This must be updated at least once a year. Governors fulfil a largely strategic role in the running of a school and day to day responsibilities in respect of pupil records may be delegated to the head teacher and other teachers.

Pupils records in Portfield School are kept in files labelled with the child's name. The information contained within these files is maintained by the class teacher and includes confidential information in a lockable classroom cupboard. At the end of each key stage pupils work will be sent home and a record of progress will be maintained in the file.

Records will be made available or 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 Headteacher has specific powers to exclude certain confidential information from being disclosed. Further guidance on this can be found in the National Assembly for Wales Circular 18/2006.

A retention schedule is maintained for the school for Pupil Information

| Basic file description                  | Retention period                     | Action at end of administrative life of record |
|---|--------------------------------------|--|
| Admission register                      | Date of last entry in file plus 6yrs | Retain in school archive                       |
| Attendance registers                    | Date of register plus 3 years        | Destroy  |
| Pupil SEN records / files and statement | DOB of the pupil plus 35yrs.         | Shred  |
| Child protection files                  | DOB plus 25yrs,                      | Shred  |

### **School reports to parents**

Portfield School will comply with the regulations which specify what must be reported as a minimum to parents each year (NAW Circular 18/2006). The report is discussed with parents at Annual review meetings annually. Parents

are also offered termly parents evenings when they can discuss individual education plans and progress.

### **The Common transfer system**

Whenever a pupil joins a school from another school within England or Wales a common transfer file (CTF) must accompany him/her.

When a pupil leaves the school for a new school a CTF must be generated and sent to the destination school.

Portfield school will comply with the statutory regulations relating to common transfer ( NAW Circular 18/2006) Portfield school will send the entire educational record to the receiving school once the CTF has been downloaded.

### **Policy Review**

This policy will be reviewed in consultation with the staff and Governors through a planned cycle bi annually and in the light of updated legislation.

Headteacher .....

Date .....

Chair of Governors .....

Date .....