

## **RECORD KEEPING POLICY**

The school shall keep the following records:

1. Pupil Education Records
2. Pupil Admission Documents and Personal Information
3. Personnel Records
4. Financial Records
5. Curriculum Policy Documents
6. Non-Curricular Policy Documents
7. Safeguarding records
8. Administered First Aid records
9. Administered medicine records

### **1. PUPIL EDUCATION RECORDS**

#### Keeping, Disclosure and Transfer

The school shall keep and update curricular records on pupils, covering their academic achievements, other skills and abilities and progress in school. (This may well include summative records, examples of work, copies of reports and profiles, GL Assessment results, etc.) Other material, although not mandatory may also be recorded. The curricular record, together with this additional material will comprise a pupil's educational record.

Confidential reports (e.g. from Social Services, Psychological Reports etc.) must be kept separately from the above general information.

Pupils' educational records shall be disclosed on request to parents within the time specified by the statute in force at the time, and to schools considering a pupil for admission or following a request from another school after transfer.

The school shall provide an opportunity for the correction of inaccurate educational and personal records. Governors shall consider appeals against any decision by the Headteacher or any teacher with delegated authority to refuse to disclose, transfer, copy or amend a pupil's record.

### **2. PUPIL ADMISSION DOCUMENTS**

The School shall keep admission records specifying any information required by the School Governors or DFE relating to pupils on roll at the time. These shall be kept up-to-date and amended as and when pupils join or leave the school, providing that the keeping of such information does not contravene any law or statute in operation at the time.

### **3. PERSONNEL RECORDS**

South England Conference personnel department shall maintain records of personnel relating to their qualifications, experience, length of service, salary levels. Appraisal statements shall be the property of the appraisee and shall not be maintained with the above records and shall not be used in any way other than at the request of, or with the permission of the appraisee.

Application forms of applicants (and references) for vacant posts will be kept securely in the school office until an appointment has been made. Following a successful interview, the successful candidate's application and references shall be forwarded to the South England Conference personnel department and the others kept for no less than six months securely within the school with access by the Headteacher only. Any copies of these applications shall be destroyed following a successful appointment.

References for staff within the school for posts outside it shall be kept securely by the Headteacher and shall not be kept with the personnel records in Paragraph 1 of this section.

### **4. FINANCIAL RECORDS**

Records of the school's financial controls, budget and private fund finances shall be kept in accordance with current Conference Treasury regulations and shall be made available for inspection by the proper authorities.

### **5. CURRICULUM POLICY DOCUMENTS**

Documents, which describe the school's policies on areas, subjects of the curriculum, topics, schemes of work etc., shall be kept up-to-date and available for inspection by authorised persons (e.g. parents, advisors, inspectors, governors etc.). The Headteacher will maintain a master copy of each document in safe keeping and available for inspection by authorised and appropriate personnel.

### **6. NON-CURRICULUM POLICY DOCUMENTS**

Documents which describe the school's policies on non-curricular matters as required by the Governing Body, Ofsted, or DFE shall be prepared, maintained and kept up-to-date and made available to authorised persons as required. A list of the required policies shall be made available also and up-dated as appropriate.

### **7. SAFEGUARDING RECORDS**

See the safeguarding policy for how safeguarding records are kept.

### **8. ADMINISTERED FIRST AID RECORDS**

See First Aid policy for how First Aid records are kept.

### **9. ADMINISTERED MEDICINE RECORDS**

See First Aid policy for how administered medicine records are kept.

Date last reviewed: February 2022

Next review date: February 2025