



Beths Grammar School

Arrangements for Access, Amendment, Copying and Transfer Of Students' Records at Beths Grammar School

These arrangements are based on the 2015 Statutory Guidance: Keeping and Maintaining Records which in turn are based on the Education (Pupil Information) (England) Regulations 2005 for maintained schools. As Beths is an Academy, there is no equivalent legal right to access a child's educational record however, Beths Grammar School will follow these regulations.

A student's records are retained by the school until the student reaches the age of 25 and are then destroyed. If a student moves to another school, including for sixth form study, the records are transferred to that School or Sixth Form College. Records are not transferred to Universities, employers or any organisations or individuals. Further, university (UCAS), college and sixth form references only contain positive information: behavioural incidents and sanctions are not reported. (This also applies for most employment references).

Under the Statutory Guidance: Keeping and Maintaining Records following a written 'subject access' request to the Governing Body by the student to see their own record or parent to see their child's record, the record will be made available within 15 school days at the Head Teacher's office for the student/parent or despatched to them.

A copy may be taken of the student's record, if requested, and a charge will be made. Requests for information held by the school, including documents subject to charging under the Freedom of Information Act, are charged as per the Beths Charging and Remission Policy.

If the student or parent asks in writing for amendment to the student's record, the request shall be considered by the designated holder, i.e. the Head Teacher, who will advise if the record has been altered or notify the reasons if adjustment is not agreed.

An appeal against the Headteacher's decision may be made in writing to the Clerk to the Governing Body who will arrange for the matter to be considered under arrangements made by the governors. The student or parent will be notified of the intended hearing of the appeal and invited to be present if desired. The Governing Body's decision will be final and communicated by letter.

Authorised by the Governing Body of Beths Grammar School.

Reviewed Autumn 2018

Next scheduled review date: Autumn 2021, or sooner, if required