

Primary-Secondary Transfer of Pupil Records

Protocols for Barnet Schools

The purpose of developing this protocol is to help provide clarity and consistency of practice across the primary-secondary phase regarding what written information should be transferred on to the next school and how this information should be transferred.

Increasingly data relating to assessment and progress of pupils is recorded electronically. At secondary transfer this information is recorded in the Common Transfer Files which are generated electronically. However CT files are records of academic achievement and are therefore only part of the picture. Pupil Record Files, on the other hand, provide a paper trail of information which can offer insight into the wider perspective of the development of the whole child, their approach to learning or emotional and wellbeing needs.

Preamble

The Pupil Record in whatever form should be seen as the core record charting an individual pupil's progress through the Education System. The Pupil Record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access.

Early in the summer term secondary schools begin the process of gathering information on pupils who will be transferring in September in order to ensure that Year 6 pupils experience the smoothest possible transition into the next phase of their school career. Most secondary schools will also provide a simple proforma for capturing basic information on each pupil at face to face meetings between primary and secondary staff.

Responsibility for Pupil Records

A pupil or their nominated representative have the legal right to see their file at any point during their education and even until the record is destroyed (when the pupil is 25 years of age or 35 years from date of closure for pupils with special educational needs). This is their right of subject access under the Data Protection Act 1998.

The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the Pupil Record until the pupil reaches the age of 25 years. This retention is set in line with the Limitation Act 1980 which allows that a claim can be made against an organisation by a minor for up to 7 years from their 18th birthday. It is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner. Names of other pupils or, where the nature of the information is sensitive, names of members of staff, should be deleted.

If a pupil transfers to an institution of further or higher education, or any other place of education or training other than a school, the data need not be sent, and a copy of the record should only be transferred if it is requested in writing.

Primary schools do not need to keep copies of any records in the Pupil Record except if there is an on-going legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

Transferring the Pupil Record to the secondary school

Secondary schools need to be in receipt of Pupil Records by the start of the academic year. Ideally this transfer would take place during the last week of the summer term. If files are sent by post, they should be sent by registered post with an accompanying list of the files. Where possible, the secondary school should sign a copy of the list to say that they have received the

files and return that to the primary school. If convenient, records can be delivered by hand with signed confirmation for tracking and auditing purposes.

Electronic documents that relate to the pupil file also need to be transferred.

The Pupil Record should not be weeded before transfer to the secondary school unless any records with a short retention period have been placed in the file (see suggested lists below). Information which may seem unnecessary to the person weeding the file may be a vital piece of information required at a later stage.

Suggested items which should be included in the Pupil Record:

- Admission forms
- Annual Written Report to Parents
- Any information relating to a major incident involving the child (either an accident or other incident)
- Referrals to any agencies or support service together with related reports or correspondence
- Any reports written about the child
- Any information about a Statement of Special Educational Needs and support offered in relation to the statement (or reference made to an accompanying SEN File)
- Any information about EAL intervention
- Any relevant medical information
- Child protection reports/disclosures (should be stored in the file in an envelope clearly marked as such or reference made to an accompanying file)
- Any information relating to fixed-term or permanent exclusions
- Any correspondence with parents or outside agencies relating to major incidents or concerns

Where a parent requests that records are not passed on, a school may wish to seek legal advice, depending on the nature of the information concerned.

The following records are subject to a shorter retention period and do not need to be transferred as part of the Pupil Record:

- Absence notes
- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the Pupil Record]
- Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)
- Copies of test papers or samples of work, unless a school specifically requests these.

A pupil's personal portfolio on Fronter can move with them from one school to the next provided they retain their user name and password. To achieve this, a school would need to move the significant folders to the child's portfolio and to be using the .302 logins. The benefit of the USO login is that pupils can have the .302 user name all the way through their schooling in London.

If you are requested to transfer a pupil file outside the EU because a pupil has moved to that country please contact the local authority for advice

All pupil records should be kept securely at all times. Paper records should be kept in secure storage areas with restricted access. Equally electronic records should have appropriate security.

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The protocols for primary – secondary transfer of pupil records were developed in consultation with Barnet Primary and Secondary Head Teachers and based on guidance from the ‘Records Management Toolkit for Schools’ which is sponsored by ‘Tribal’ and with regard to the Freedom of Information Act 2000 Code of Practice on the Management of School Records, and the Data Protection Act 2000.

Records Management Policy

Each public authority (including individual schools) should have a records management policy. Section 46 of the Freedom of Information Act 2000 requires schools to follow a Code of Practice on managing their records. Under section 7 of the Code of Practice on the Management of Records, it states that ***“Authorities should have in place a records management policy, either as a separate policy or as part of a wider information or knowledge management policy.”***

The Records Management ‘Toolkit for Schools’ produced by IRMS is available to schools free of charge as a result of Tribal sponsorship. The May 2012 Version 4 Toolkit contains a Policy Document which can be adopted in its entirety or adapted to reflect the different needs of different schools. www.irms.org.uk

Relevant Legislation and guidance

The Education (Pupil Information) (England) Regulations 2000:

<http://www.legislation.gov.uk/ukxi/2000/297/regulation/10/made>

DfE website:

<http://www.education.gov.uk/schools/pupilsupport/parents/keepinginformed/a0014921/pupil-reports-and-records>

Freedom of Information Act 2000 Code of Practice on the Management of School Records

The Data Protection Act 2000.