

# SUNCROFT NATIONAL SCHOOL

## **Policy Number:31 - RECORD KEEPING AND DATA PROTECTION REV: 2**

### **Introductory statement:**

This policy was first formulated and agreed by the staff of Suncroft National School.

### **Rationale:**

1. Teaching is informed by pupil learning needs and the recording of each child's progress is the cornerstone of good teaching.
2. The Education Act, Section 9, provides that parents or students of 18 years or upwards are entitled to have access in the prescribed manner to records kept by the school, relating to the progress of the student in his/her education.
3. Attendance at school has a direct bearing on a pupil's attainment levels.
4. The Education Act requires Principal teachers to
  - a. Communicate to a school, to which a pupil is transferring, any problems relating too school attendance which the pupil concerned had or any other matters relating to the pupil's educational progress.
  - b. To keep a record of the pupil's attendance and the reasons for failure to attend.
  - c. To inform the Educational Welfare Officer in writing, where a pupil is suspended for a period in excess of 6 days, or where a pupil is absent in excess of 20 school days in a school year, or where in the opinion of the Principal, the student is not attending regularly.

### **Relationship to the characteristic spirit of the school**

Suncroft National School tries to enable each child to develop his/her potential in a caring environment, where the talents of all are valued. This work can best be done where there is a high level of openness and co-operation between all in the school community - staff, parents, and pupils.

### **Aims**

- To record the educational progress that each child is making, thereby enabling teachers and parents to support the child's learning.
- To report to parents in a meaningful way on the educational progress of their children.
- To establish clear, practical procedures that will enable parents/guardians (or past pupils who have reached the age of 18 years) to access records relating to educational progress.
- To ensure that the school can deliver on this access.
- To establish a clear understanding, (by all involved - management, staff and parents) as to the type of records that are maintained and how such records are made available.
- To ensure that the school complies with legislative requirement/principles of good practice.

### **Contents of Policy**

Our records will include:

- ★ The results of standardised tests.
- ★ Results of screening tests.
- ★ The results of diagnostic tests.
- ★ IEP of those in receipt of supplementary teaching.
- ★ Records of attendance/absences including Roll Books, explanations for absences, reports to the NEWB.
- ★ Psychological Assessment/incl. Assessment by other professionals (Speech and Language)
- ★ Correspondence re application for, granting/refusal of resource hours.
- ★ Parental notes of permission/Refusal for Learning Support.
- ★ Enrolment forms.
- ★ Records of any serious accidents, injuries.
- ★ Records of serious complaints.
- ★ Board of Management minutes.
- ★ Financial Accounts for a 5 year period.
- ★ Staff contracts.
- ★ Staff information (teacher nos./PPS nos. medical certificates)
- ★ Roll books/School Registers

### **Administrations of Records:**

Those entitled to access:

- School personnel,
- Parents/Guardians,
- Past pupils who have reached 18 years,
- Second level schools with the permission of parents,
- Health Board officials with permission of parents.

### **Procedures for access to records:**

A written request is required. A period of 7 working days should elapse before records are made available to Second level officials and Health Board officials.

**If is understood that Officials from the DES have permission to access the above records/data.**

*See Communicating with parents Policy and Special Education Policy for further notes on record keeping and access to same.*

REVISED AND UP-DATED: 7<sup>th</sup> March 2011