

# E-ACT POLICY

## PARKWOOD ACADEMY

# RECORD KEEPING

|                                 |                                      |
|---------------------------------|--------------------------------------|
| <b>Date agreed by Governors</b> |                                      |
| <b>Date of review</b>           |                                      |
| <b>Responsible officer</b>      | <b>Principal / Business Director</b> |

## **RECORD KEEPING PROTOCOL**

The Academy shall keep the following records:-

- Pupil Education Records
- Pupil Admission Documents and Personal Information
- Personnel Records
- Financial Records
- Curriculum Policy Documents
- Non-Curricular Policy Documents

### **PUPIL EDUCATION RECORDS**

#### **Keeping, Disclosure and Transfer**

The Academy shall keep and update curricular records on pupils, covering their academic achievements, other skills and abilities and progress in Academy. (This may well include summative records, formative records, examples of work, copies of reports and profiles, SATS results, the Record of Achievement 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 (except for exempted material as specified on DES Circular 17.89) shall be disclosed on request to parents within the time specified by the statute in force at the time, and to Academies considering a pupil for admission or following a request from another Academy after transfer.

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

### **PUPIL ADMISSION DOCUMENTS**

The Academy shall keep admission records specifying any information required by the LEA, Academy 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 Academy, providing that the keeping of such information does not contravene any law or statute in operation at the time.

### **PERSONNEL RECORDS**

The Academy 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.

A single copy of appraisal statements may be kept securely in the office. Records of appraisal statements shall NOT be kept on computer disc or system.

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

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

## **FINANCIAL RECORDS**

Records of the Academy's financial controls and budget shall be kept in accordance with current DFE and LEA regulations and shall be made available for inspection by the proper authorities under those statutes and regulations.

## **CURRICULUM POLICY DOCUMENTS**

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

## **NON-CURRICULAR POLICY DOCUMENTS**

Documents which describe the Academy's policies on non-curricular matters as required by the Local Governing Body, Ofsted, LEA or DCSF 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. These policies shall include the Terms of Reference of each committee of the Local Governing Body as they exist at the time.