Grace Academy Coventry

Access to Student Records Policy

Policy Reference:	GA-SP001
Status	Operational
Authors	Reviewed by E Wheller
Applicable to	All staff, students and student parents/carers
Checked by	Principals and LGB
Valid From	September 2026
Review Date	September 2027

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Aim:

Students' records are confidential documents for use only within and by the Academy for matters relating to individual students. All staff need to maintain and respect an individual's right to privacy and in doing so should be careful not to disclose personal information that could compromise the individual concerned or themselves. Our policy applies to all personal data, regardless of whether it is in paper or electronic format.

1. Personal Information Data for the Public Domain

There is a legal requirement that information relating to students' academic achievements and progress must be published annually to the DfE. This will be supervised by the Academy Leadership Team (ALT) and appropriate Data Manager, in line with the DfE guidelines.

The Data Protection Policy and Data Protection Act & GDPR must be strictly adhered to.

Any other academic data relating to past or present students used for any purpose outside of the Academy must be presented in an anonymous format.

Sensitive personal information about past or present students should only be disclosed to external agencies acting for and on behalf of individual students or their parents/guardians. This may include some of the following agencies and organisations:

- Connexions/Youth Support Service
- Social Services
- Educational Psychologists
- Medical Professionals
- Education Support Services
- The Police Force and its related organisations

In some instances parental permission/consultation should be sought prior to involving outside agencies. Exceptions from this rule will include matters relating to Child Protection, (which should only be referred through the designated member of staff), requests from Police and for example in cases of medical emergency where parents/guardians should be notified of action taken without delay.

Under no circumstance should personal information be passed on to representatives of the Media.

2. Personal Information Data within the Academy

Within the Academy there will be a need for staff to be informed of individual student information both for academic and pastoral reasons.

Academic data will be available for all teaching and associate staff to enable them to plan, target and monitor effectively. Teaching staff will discuss individual achievement data with the individuals concerned and their parent/carer if required.

Tutors will need to have an overview both of academic achievement data and personal information data and should discuss these with the individual student and parent/carer as required. The Tutor should also inform teaching staff of individual personal data if it is deemed necessary to ensure the student is taught and catered for appropriately. Personal information regarding individual students should not be discussed with members of the public by Academy staff.

All teaching and associate staff should be notified of any medical information relating to students at the start of each academic year. The appropriate ALT member will produce a Medical Information Register at the start of the academic year for those students entering the Academy. The Medical Information Register will then be updated for all other year groups and published annually for all teaching and support staff. Further information and guidance is available in the Medical and Health Policy.

3. Parental Access to Student Personal Information Data

Parents and carers with parental rights do not have an automatic right of access to their child's records and personal data. However, at the Principals discretion, if you wish to see your child's education record the procedure for parents and the Academy to follow is outlined below:

- The parent/carer makes a written request to see their child's personal data information to the Principal.
- If the Academy considers the child to be competent to exercise their right to release their information themselves, then consideration must be given to obtaining consent of the child for the release of the information, or releasing the information to the child instead of their parent/carer.
- The Principal authorises the request once satisfied as to the identity of the person requesting the information is the legal parent or guardian.
- The Head of Key Stage will contact the parent/guardian and make the personal data available either:

(a) Within 30 school days of the date of receipt of the parent's written request, for viewing on the Academy premises. The original information must remain within the online filing system at the Academy and the Head of Key Stage must be present at all times; or

(b) If the parent has asked for a copy, the paperwork is to be collected by the parent due to confidential content and signed for.