

SCHOOL TO SCHOOL RECORD TRANSITION PROTOCOL

Lead	DPO
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Reviewed by Students	N/A
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SCHOOL TO SCHOOL TRANSFER OF PUPIL RECORDS

1. Aims of the PROTOCOL

- 1.1. 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, in order to ensure compliance with the General Data Protection Regulation (GDPR), which forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018).

2 Principles of the Policy

- 2.1 Increasingly, data relating to assessment and progress of pupils is recorded electronically. At secondary transfer, this information is recorded in the Common Transfer Files (CTF) which are generated electronically. However, CTF are records of academic achievement and are therefore only part of the picture. Pupil record files, on the other hand, provide a paper and electronic (e.g. CPOMS) trail of information which can offer insight into the wider perspective of the development of the whole child, their approach to learning or emotional or well-being needs.
- 2.2 The pupil record is the core record charting an individual pupil's progress through the education system. It should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access.
- 2.3 Early in the Summer term, secondary schools begin the process of gathering information on pupils who will be transferring to them in September, in order to ensure that Year 6 pupils experience the smoothest possible transition to the next phase of their school career.

3 Responsibility for Pupil Records

- 3.1 Parents/Carers have the legal right to see their child's records at any point until they reach the age of 13, at which point the data becomes the property of the pupil and the right of access therefore transfers to the pupil. This right extends throughout the pupil's education and even until the record is destroyed (when the pupil is 25 years of age or 35 years from the date of closure for pupils with Special Educational Needs). This is their right of subject access under the Data Protection Act 2018 and the associated General Data Protection Regulations.
- 3.2 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 25 years of age. The retention is set in line with the Limitation Act of 1980, which allows that a claim can be made against an organisation by a minor for up to 7 years from their 18th birthday.
- 3.3 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.
- 3.4 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.

4 Transferring Pupil Records to Another School

- 4.1 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. Information which may seem unnecessary to the person 'weeding' the file may be a vital piece of information required at a later stage.
- 4.2 Suggested items that should be included in the hard copy Pupil Record:
- Admission forms
 - The most recent annual written report to parents
 - Any information relating to a major incident involving the child
 - Referrals to any agencies or support services together with related reports or correspondence
 - Any reports written about the child
 - Any information about EAL intervention
 - Any relevant medical information
 - Any information relating to fixed term or permanent exclusions
 - Any correspondence with parents or outside agencies relating to major incidents or concerns
 - Any information about an Education and Health Care Plan (or Statement of SEN) and support offered in relation to this (or reference made to an accompanying SEN file)
 - Child Protection (CP) Reports/Disclosure, which should be stored in the file in a separate envelope, clearly marked 'FAO the Designated Safeguarding Leader', (or reference made to an accompanying CP File).
- 4.3 The following items 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 record, 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 should 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.
- 4.4 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.
- 4.5 Where possible, records should be delivered by hand with signed confirmation for tracking and auditing processes.
- 4.6 Electronic documents that relate to the pupil also need to be transferred securely, using S2S, CPOMS.
- 4.7 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 it has received the files and return that to the primary school.

- 4.8 Where a parent requests that records are not passed on, the school should seek legal advice from the DPO (dpo@tct-academies.org), depending on the nature of the information concerned.
- 4.9 All pupil records should be kept securely at all times. Paper records should be kept in secure storage areas with restricted access. Electronic records should have appropriate secure access.

5. Records Management Policy

- 5.1 The Records Management 'Toolkit for Schools', produced by IRMS, is available to schools free of charge [via this link](#) as a result of Tribal sponsorship.

6. Relevant Legislation and Guidance

- 6.1 The General Data Protection Regulation (GDPR) forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018): <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>
- 6.2 The Education (Pupil Information) (England) Regulations 2000: <http://www.legislation.gov.uk/uksi/2000/297/regulation/10/made>
- 6.3 Freedom of Information Act 2000: <https://www.legislation.gov.uk/ukpga/2000/36>