



**The Aylesbury Vale Academy**

Success Beyond Belief

A Church of England Academy

## **ACCESS TO ACADEMY RECORDS POLICY**

**SEPTEMBER 2009**

## **VISION:**

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

## **GUIDING PRINCIPLES:** WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

## **OBJECTIVE:**

1. To ensure students records are kept in compliance with the rules of the Data Protection Act 1998 and subsequent legal requirements.

## **MONITORING** (via Governors' Management Committee):

1. Throughout the academic year the committee will ask to see evidence that good recording keeping practices are being carried out.
2. The committee will gain evidence from the administration team.
3. The chair of the committee will ask to see evidence of an audit trail of records.
4. The committee will be provided with access to the administration teams' record keeping arrangements.
5. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

## **REVIEWING**

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

## **NOMINATED MEMBER OF STAFF:**

FINANCE DIRECTOR

## **APPENDIX 1**

### **Operating Statement**

The Academy recognises that keeping good records is an essential part of a structured approach to planning and that good practice in the area of record keeping is based on some key principles.

#### **LEGAL REQUIREMENTS/REGULATION**

Since 1<sup>st</sup> March 2000 there have been new requirements for the keeping, disclosure and (since 1<sup>st</sup> May 2000) transfer of a student's educational record. These take account of the Data Protection 1998 and strengthen the arrangements for the transfer of information when a pupil changes school. This guidance sets out a framework for the keeping, disclosure and transfer of a student's educational record at the Academy. The Academy will ensure that:

- Copies of student reports form part of the student's education record
- All students are entitled to have their records disclosed to them on written request unless exceptional circumstances apply
- Student records are transferred automatically when a pupil changes school
- The common transfer form, or electronic equivalent is used to transfer information when a student changes school and is sent within 15 days of the student ceasing to be registered at the Academy

The Academy will ensure that the records kept on a student will:

- Help ensure that student's needs are met
- Provide a clear history of the student's work and educational records
- Comply with the Data Protection Act 1998
- Provide an audit trail for inspection
- Assist in pastoral and welfare needs
- Monitor equal opportunities policies
- Assist in security and disciplinary processes
- Contribute to the ongoing improvement of practice.

#### **Guidance and Procedures**

The Data Protection Act provides individuals with a right of access to their personal data under certain conditions and subject to a number of exemptions. The Academy is required to comply with rules of information handling, known as the data protection principles, and other requirements of the Data Protection Act, including maintaining student data in secure conditions and processing and disclosing data only within the terms of its Data Protection notification.

**APPENDIX 2**

APPROVED	21 <sup>st</sup> April 2009		
REVIEW DATE	20 <sup>th</sup> April 2010		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	