

PUPILS' PROGRESS RECORDS

Your attention is drawn to paragraph 10 of the Schools General (Scotland) Regulations 1975 which details the procedures to be followed for maintaining progress records for every pupil in attendance at your school. The records should be completed (i) as necessary, at least once a year, and (ii) on transfer of the pupil to another school. The record, whatever its form, must contain the following information:-

- (a) the pupil's full name and address, date of birth, position in his family and his parent's/guardian's name and address, occupation and, where appropriate, place of work;
- (b) the name and address of any person other than the parent/guardian who may be notified in the case of an emergency affecting the pupil;
- (c) the schools attended by the pupil with the dates of admission and leaving and the designation of the class from which he left;
- (d) the results, with dates, of any objective or diagnostic tests administered to the pupil;
- (e) a note of any factors adversely affecting the pupil's educational capacity or attainment;
- (f) the pupil's health record;
- (g) where appropriate, information about the pupil's emotional and social development;
- (h) the pupil's educational progress during each annual stage of school education; and
- (i) where the pupil is in attendance at a secondary school, information about any positions of responsibility held by him in the school or where appropriate, in any organisation.

Where an entry is made in the progress record concerning a decision to exclude the pupil from attendance at school, the parent/guardian or the pupil himself/herself if he/she is a young person, must be advised of the terms of the entry and in addition where there has been an appeal against the decision to an appeal committee and/or to a sheriff the results of the appeal must also be recorded and the terms of the entry in the progress record reported to the parent/guardian.

The record will be retained by the school in which the pupil made his/her final attendance for a period of 5 years.

The information contained in a pupil's progress record shall be used only for the purpose of supervising that pupil's educational development and of giving adequate advice and assistance to, or in relation to, that pupil. The contents of the record or any part thereof shall only be disclosed to persons authorised in that behalf by the Secretary of State or the education authority for the time being, having custody of the record, except that where part of the record refers to an exclusion which has been successfully appealed against neither the Secretary of State nor the authority will have the power to authorise disclosure of that part.

The authority's policy however, is that when head teachers are approached by the parent or guardian of a pupil with a request to see the child's record the information must be enclosed. While it is left to each individual head teacher's discretion as to the form of record to be used for each item listed above, the attention of head teachers is drawn to the need for collation of all the relevant records within the Pupils' Progress Record folder (published by HMSO) which should be maintained for this purpose.

Transfer Between Schools of Pupil Progress Records

Due to the sensitive information contained within Pupil Progress Records, any records that require to be posted to another education establishment must be sent by Royal Mail Special Delivery or equivalent service. This service will allow the package to be tracked and traced, if required.

Materials of this nature must be double-packaged with the outer layer marked for the personal attention of a named individual and bearing no details of the sensitivity of the contents. A return address for the sender must also be present on the outer layer. On the inner layer the envelope should be marked RESTRICTED or CONFIDENTIAL and addressed for a named individual with the contact details of the sender.

Prior to sending the materials the recipient should be contacted and notified that a package will be sent to them and will be arriving on a particular date. The recipient should be asked to confirm receipt by email. Delivery should also be confirmed via the Royal Mail website using Track and Trace. In order that parcels can be tracked it is essential that the proof of postage details must be kept as this contains the barcode that is used to track the item.

If anything goes missing the Post Office and Peter English, Business Continuity/Information Officer should be contacted immediately.