

Ratified by Oasis Academy Enfield's  
Academy Council:

Date: June 2009

# Access to Student Information Policy

Implementation: April 2009  
Review: April 2011



## **1 Aims**

### **1.1 This policy aims:**

- to implement the provisions of the data protection legislation for students;
- to set out the responsibilities of the Data Controller; and
- to set out the procedure for storing, making secure and providing information;

## **2 Responsible Person**

- 2.1 The Principal is the 'Data Controller' for the Academy. He/she is responsible for:
- Implementing any policies developed by Oasis Community Learning and issued by the Academy Council regarding data protection;
  - ensuring safe and confidential systems are in place in the Academy;
  - providing information to bodies entitled to receive information; and
  - providing relevant information about a student's progress to his/her parents (In this policy statement, "parents" means all those having a parental responsibility for a child).

## **3 Keeping on file**

- 3.1 All staff must bear in mind that information retained by them in records and/or mark books is not confidential.
- 3.2 Students and their parents are entitled to know what is kept on file about the student (and/or about the parent(s)).
- 3.3 Medical and matters concerning child protection will be kept in a confidential file and will be supplied to relevant authorities where the Principal deems it appropriate (e.g. police or social services). Only the Principal and staff authorised by the Principal may have access to this file.

## **4 Provision of Information**

### **4.1 General Requests for Information**

The Academy will provide information to persons and bodies prescribed by regulation. The Principal will determine what confidential information will be released to relevant persons permitted to receive this information by law.

All requests for information about students must go to the Principal, who will determine whether it is lawful and appropriate to release the information.

### **4.2 Requests to Individual Members of Staff**

Members of staff who receive personal requests for references or other information about current or past students must inform the Principal before providing the information to ensure that they are acting within the law and official guidance.

### **4.3 Information to Parents**

The Academy will provide parents with an annual report on their child's progress (see appendix 1). The Academy may also provide parents with a report on their child's progress at other points in the year if requested by the parent.

The Academy will provide on request by a parent any information about their child that is kept on file.

#### **4.4 Provision of Information to External Organisations**

Information relating to students' academic achievements and progress must be published annually to the DCSF, in line with current DCSF requirements.

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

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

- Connexions Service
- Social Services
- Educational psychologists
- Medical professionals
- Education Support Services
- Police
- Oasis Youth Inclusion Team

Parental permission must normally be sought prior to involving outside agencies. Exceptions to this rule will include matters relating to Child Protection (which should only be referred through the Academy's Child Protection Manager) and information relating to criminal activity.

4.5 Medical emergency procedures will take account of prior information collected from medical forms completed by parents. In cases of medical emergency, parents must be notified of any action taken without delay.

4.6 Under no circumstance must personal information about a student be passed on to representatives of the Media.

### **Procedures for Disclosing Information**

#### **5 Personal information for use within the Academy**

5.1 There will be a need for relevant employed staff, contracted staff or volunteers working within the Academy to be informed of individual student information both for academic and pastoral reasons.

5.2 Academic data will be available for all teaching and support staff to enable them to plan and set targets effectively. Teaching staff will discuss individual achievement data with the individual concerned and their parents. However, the unnecessary publication of individual achievement data with groups of students should be avoided.

5.3 Learning Guides will need to have an overview both of achievement data and personal information data and should discuss progress with the individual student and parents, as appropriate. The Learning Guide should also inform relevant teaching and support staff of individual personal data if it is deemed necessary to ensure that the student is taught and catered for appropriately.

- 5.4 Personal information regarding individual students should not be discussed with members of the public by anyone working in the Academy.
- 5.5 All teaching and support staff should be notified of any medical information relating to students at the start of each academic year or on admission during the year. The senior members of staff responsible for student admissions to Year 7 and to the Sixth Form should prepare a Medical Information Register at the start of the academic year for those students entering the Academy. The Medical Information Register should be updated for all other year groups and published annually to all teaching and support staff. The Medical Information Register should be updated when a change to a student's medical information is brought to the attention of the Academy or during the process of a casual admission.

## **6 Parental access to personal information data**

- 6.1 Parents have a legal right to have access to their child's records and personal data. Only requests from parents will be considered. The procedure to be observed by parents and the Academy is as follows:
- The parent makes a written request to the Principal to see their child's personal data
  - The Principal authorises the request once satisfied that the person requesting the information is the parent. The Principal informs the member of staff with responsibility for student records of the request
  - The member of staff responsible for student records passes the requested information to the student's Learning Guide. If additional information that is stored electronically is requested, the member of staff with responsibility for student records will liaise with the relevant member of staff
  - The Learning Guide will contact the parent and make the personal data available for viewing on the Academy premises. The original information must remain within the Academy
- 6.2 The above process should take no longer than 48 hours of a working week when the Academy is in session. A member of the Academy Leadership Team will deputise where the Principal or Learning Guide is absent and inform all relevant parties of the request and action taken.

## **7 Security**

- 7.1 The Principal will take necessary precautions to ensure that both electronic and manual files are secure.
- 7.2 No manual or electronic files will be taken off the premises except in an emergency, or when expressly authorised by the Principal (or Chair of the Academy Council).
- 7.3 The Academy will not disclose any information to any third party which could not be disclosed to the student him/herself under the data protection legislation, unless authorised to do so by government regulation or court order.

## **8 Equal Opportunities Monitoring**

- 8.1 Information for the purposes of equal opportunity monitoring of students is periodically required by the government. This is sensitive personal data, and the information should be kept to a minimum, and as far as possible in an anonymous form.

**9 Marketing Material**

9.1 No information about students will be provided to marketing companies, unless the parent of the student concerned has given written permission.

**10 Monitoring the Use of Electronic Communications**

10.1 The Academy aims not to intrude into the private lives of students but reserves the right to monitor the use of Academy computers, video and audio machines, phones and fax machines by students, and will keep appropriate records, which can be accessed by students on request to the Principal (or the senior member of staff authorised by the Principal).

**11 Equal Opportunities**

11.1 In implementing this policy the Academy Council, Principal and all members of staff must take into account the Academy's equal opportunity policies. Staff must ensure that no student is disadvantaged on the grounds of gender, race, disability, sexual orientation, age, religion or belief.

**12 Monitoring and Review**

12.1 This policy will be monitored by Oasis Community Learning at least every two years.

**13 Date of Next review:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chair of the Council**

**Chair**

## Appendix 1

### Information which may be included in reports to parents:

- brief details of achievements in all subjects and activities which are part of the academy's curriculum;
- comments on progress;
- arrangements for discussing the report with the student's teachers;
- attendance record;
- results of any public examinations by subject and grade;
- details of any vocational qualifications or credits gained towards these; and
- results of any National Curriculum tests by level.

For students at the end of a Key Stage the following extra information may be provided:

#### KS2, KS3

- A brief commentary
- Results of teacher assessments, excluding English at KS1 and citizenship
- Details of any National Curriculum attainment targets from which the student is exempt
- Comparative information about the National Curriculum levels of attainment of students of the same age in the Academy, and nationally

#### At the end of KS2

- The results of the teacher assessment of National Curriculum targets in English

#### At the end of KS2 and KS3

- Results of any National Curriculum tests taken by level
- A statement that the National Curriculum levels of attainment have been reached in accordance with the statutory arrangements

### The Academy may also provide to relevant authorised persons or bodies additional information about students on request.

The additional information includes:

- the date the student left the academy;
- the student's address;
- the student's SEN type ranking (if any);
- whether the student is in the 'gifted and talented' cohort;
- the number of authorised and unauthorised absences from the total number of sessions held by the Academy; and
- whether the student is taught in an SEN unit or in other resourced provision.

### Where a student has been excluded the Academy will only provide the following information:

- the exclusion start date;
- the type of exclusion;
- the reason for the exclusion;
- the number of sessions to which the exclusion applies.