



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

PUPIL SCHOOL RECORD KEEPING POLICY

Document Information

Role of individual completing review:	Data Manager
Approved by:	Site & Finance Committee
Date approved:	19 th January 2026
Date of next review:	Summer Term 2027
Additional notes:	

HODGE HILL GIRLS SCHOOL

PUPIL SCHOOL RECORD KEEPING

POLICY

The School follows guidance in the Information and Records Management Society's Toolkit for Schools. On occasion, records may be retained for longer than the scheduled period for safeguarding purposes.

In order to fulfill its educational role and to function efficiently as an organisation, the School has to hold and process a variety of pupil data. This data includes, for example:

1. Pupils:

- Pupil Information forms
- Attendance Records
- Records of Achievement
- School Reports
- Education Health and Care Plans and associated documentation
- Exclusion documentation
- Common Assessment Framework documentation
- Correspondence related to the pupil and/or their circumstances
- Social and emotional pupil records;
- Learning mentor's or other professional's notes;
- Medical records;
- Copies of referrals and reports back from other agencies;
- Child Protection and Safeguarding records

The School recognises that it has responsibilities towards its pupils, and parents in the way that it processes pupil data. In our practice we seek to comply with the principles of the EU General Data Protection Regulation 2016 and the UK Data Protection Act 2018 so that data, whether held manually or electronically is:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate and kept up to date;
- Not kept longer than necessary, and
- Secure.

The School is registered with the Information Commissioner's Office as a data controller as it is legally required to do. The School has a duty to treat all personal information held as confidential. There will however be situations when personal information will need to be shared with other agencies particularly where it is in the best interests of a child, for example in cases where there are child protection concerns.

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If a pupil leaves a school, all the records will be transferred to the receiving school. If a pupil leaves to be educated otherwise, any records will be transferred to the Education Otherwise Team at the Local Authority. If the school does not know where a pupil is moving to, the records will be stored by our school and this will be reported to the Local Authority.

Child Protection records are stored on CPOMS secure software system for monitoring safeguarding, wellbeing and all pastoral issues. Access to this system is restricted to the Designated Safeguarding Lead and the Assistant Safeguarding Designated Lead.