

2010



Coláiste Abbáin

# [STUDENT RECORD KEEPING POLICY]

The following document contains Coláiste Abbáin's Student Record Keeping Policy.

# COLAISTE ABBAIN

## DRAFT POLICY: STUDENT RECORD KEEPING

### Scope

This is a policy which relates to the keeping of records relating to students in the school community and in particular supports effective teaching and learning. Student records are defined as anything held in written or electronic form that refers to a student's education progress.

This policy aims to establish protocols in relation to access to student records and define guidelines for the retention, use and dissemination of information contained in such records.

The policy may include records in areas such as staff, finance, health and safety and the board of management.

### Rationale

Coláiste Abbáin, in the spirit of a caring and supportive community, is committed to ensure that a system of record keeping is established and maintained; this system will support the teaching and learning process and will recognise the value of good communication. Such a policy will also promote a sense of community with teachers, students and parents adopting a partnership approach. Policy development in the case of student records is a legal obligation for all schools, but will also ensure that good practice is in place in the school.

The values underlying education at Coláiste Abbáin require good practice in the area of record keeping and communication.

- Section 9 (g) of the Education Act 1998 requires that a school "ensures that parents of a student or in the case of a student who has reached the age of 18 years, the student, have access in a prescribed manner to records kept by that school relating to the progress of that student in his/her education."
- Section 20 of the Education (Welfare) Act 2000 requires that a school maintain a register of all students attending the school.
- Section 21 of the Education (Welfare) Act 2000 requires that a school maintain a daily record or attendance/non-attendance to include the reasons for non-attendance.

### Goals

- In drawing up a policy statement in the area of record keeping, Colaiste Abbain is aiming to ensure that high quality teaching and learning take place.
- Teachers will be guided in their teaching to ensure that each student will receive an appropriate education.
- Students and parents will receive regular feedback which will assist the student to monitor his/her progress in terms of achieving appropriate learning targets in addition to meeting behaviour and attendance requirements.
- Parents and students will become aware at the earliest possible time of difficulties in relation to a student's behaviour and/or attendance. Communication can commence between school and home in relation to these issues.
- Excellent communication based on factual and accurate data will be a feature of the school.
- The school will meet statutory requirements under the relevant areas of legislation.
- Clarity will exist in the school community in relation to a system of record keeping including creation, maintenance, use of, storage and access.
- The school will ensure that the information kept in individual students' records is accurate and secure and conforms to the terms of this policy.
- Parents/guardians and students over the age of 18 will have their requests for review of their records dealt with in accordance with this policy.

## **Content**

### **Record Keeping**

Student Records will be maintained in the following areas:

- i) Enrolment details - application forms, reports from other schools, assessments, etc.
- ii) Pupils' academic progress including examination/assessment results
- iii) Reports/assessments in the area of special needs
- iv) Serious incidents of pupil misbehaviour
  
- v) Attendance/non-attendance
- vi) References

## vii) Accidents/incidents

N.B. It is advisable to inform parents that a particular incident is being recorded.

## Form

- a) manual
- b) computerised

## Access

- i) teachers/authorised members of staff
- ii) E.W.O. re attendance as outlined in the Education Welfare Act 2000
- iii) Parents. Re own child and students over the age of 18 re own record, as per section 9 (g) of the Education Act 1998. Any such request should be made in writing to the Principal who will arrange an appointment for the purpose of reviewing the record. The parent/guardian and student over the age of 18 may see and make notes about the relevant record but must not enter any notes on the record. Upon completion of the review of the record, the parent/guardian or student over the age of 18, will acknowledge in writing that they have inspected the record and this acknowledgement will then become part of the record.
- iv) Other school at point of transfer of a student between schools
- v) Under the Data protection Acts 1988 and 2003
- vi) Under the discovery process in legal proceedings
- vii) Through the Freedom of Information Act 1977 when schools submit documents to government departments and other agencies who come under the remit of FOI
- viii) Colaiste Abbain will include a condition in the policy that the Board of Management may refuse access to a record in exceptional circumstances (e.g. a report of a student's record which includes details of a particularly sensitive family matter, etc.)
- ix) Some reference will to be made to alert parents/guardians of the requirement to inform the school immediately of the outcome of

legal proceedings which may limit the right of one or both parents to access to information about their child.

- x) Outside requests: those who are not parents/guardians or students over the age of 18 will not have access to records, except in exceptional circumstances such as a request by the Garda, Health Board personnel etc. All such requests must be made to the Principal and will only be released on the production of proof of identity and the reason for the request.

## **Content**

- Factual, which may include a teacher's professional opinion
- Brief
- Up to date
- Records should be written on the basis that everything may be seen by everybody
- Secure/confidential
- Procedures re access
- Archival system
- Definition of records to be kept indefinitely i.e. examination results
- Definition of the period for which other records will be retained after a student has left a school, e.g. 5 years. There is no legal obligation re period of retention
- System to be used in destruction of records
- Colaiste Abbain will only retain records for a lengthy period in relation to serious situations or needs i.e. major behavioural issues or special learning needs

## **Responsibility re Policy on Record Keeping**

- Ultimately it is the responsibility of the BOM and the principal, on a day to day basis, to ensure that the policy on record keeping is developed, implemented and evaluated.
- In terms of the types of records to be maintained, it is important that the personnel responsible for their development and maintenance to be clearly identified
- The designated personnel will need clear guidelines and training on their responsibilities in relation to the creation, maintenance, security, access and destruction of the records under their care
  
- The personnel will also need to be aware of the statutory obligations in relation to the keeping of records

## **Implementation Procedures**

- Procedures need to be outlined for the drawing up of this policy statement
- Likewise, procedures must be put in place to identify areas of responsibility in relation to records and to appoint personnel to these areas
- An agreed process needs to be put in place for the creation and maintenance of the record keeping system, this to include the training of staff
- Facilities need to be identified for the storage and accessing of records
- The whole school community must be informed

## **Success Criteria**

- An effective system of record keeping is established and maintained
- Relevant staff have access to the records
- Parents/guardians and students, where appropriate, are aware of the record keeping system and are familiar with the process of accessing same
- Parents/guardians and students are facilitated in the correction of a record where the information relating to a student is shown to be incomplete, incorrect or misleading

## **Monitoring Procedures**

A process of monitoring and regular evaluation needs to be established and implemented.

## **Review Procedures**

The policy needs to be reviewed regularly, at least every two years. A review committee will be established for this purpose.

Proposed by: Annette Wall

Date proposed:

