

# **Record Keeping Policy**

## **Pupil Records**

### **Introductory Statement**

This policy was formulated by the staff of St. Michael's N.S. at a planning day on April 29<sup>th</sup> 2005 following a presentation to our cluster of schools by Barbara Fogarty. The teachers involved in the formulation were – Niamh Murtagh (Principal), Anne Mc Intyre (Deputy Principal), Geraldine Mongey (Resource & SDT), Sarah Reeve (Resource) and Niamh O' Donohue (Temporary Senior Class Teacher)

### **Rationale**

- Pupil learning needs informs teaching and the recording of where a pupil is in relation to his/her learning is a cornerstone of good teaching.
- To adhere to Data Protection Act 1998 and Data Protection Amendment Act 2003.
- Education Act Section 9(g) provides that parents (or students of 18 years or upwards) are entitled to have access in the prescribed manner to records kept by the school relating to the progress of the student in his/her education.
- Attendance at school has a bearing on a pupil's attainment levels.
- Education (Welfare) Act requires principals
  1. To communicate to a school, to which a pupil is transferring, any problems relating to school attendance which the pupil concerned had and any other appropriate matters relating to the pupil's educational progress
  2. To keep a record of the pupil's attendance and the reasons for failure to attend
  3. To inform the Educational Welfare Officer in writing, where a pupil is suspended for a period in excess of 6 days/ or where a pupil is absent in excess of 20 school days in a school year/ or where in the opinion of the principal the student is not attending regularly
- The school's existing procedures need to be clarified to ensure that the school complies with the spirit as well as the letter of the law e.g. accountability and transparency

### **Relationship to the characteristic spirit of the school**

St. Michael's N.S. aspires to provide a safe, caring environment which enables and encourages children to develop educationally and grow emotionally. This work can be best done where there is a high level of openness and co-operation between staff, parents and pupils.

### **Aims**

- To record the educational progress that a pupil is making thereby enabling parents and teachers to support the child's learning.
- To report to parents in a meaningful way on the educational progress of their children.
- To establish clear practical procedures that will enable parents/guardians (or past pupils who have reached the age of 18) to access records relating to educational progress.
- To ensure that this access is available within the capacity of the school to administer it.
- To establish a clear understanding, shared by management, staff and parents, as to the type of records that are maintained and how such records should be made available.

To ensure that the school complies with legislative requirements.

### **Guidelines**

#### **Annual Report:**

End of year school reports adhere to N.C.C.A. format as recommended by D.E.S Guidelines.

#### **Parent-Teacher Meetings Sheet:**

Retained in pupil's folder.

- **Standardised Tests:**  
Sigma-T, Micra-T, Drumcondra English & Maths, NFER Nelson Reading Test, booklets/ answer sheets in folder and results in report booklet all retained in the pupil's folder
- **Teacher designed Tests:**  
Tests administered and results retained by teacher for the academic year.

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- **Screening Tests:**  
MIST booklets retained in pupil's folder.
- **Diagnostic Tests:**  
Lass and Cops Dyslexia test, Neale Analysis results retained in pupil's folder.
- **Samples of Pupil's Work:**  
Art portfolios in classroom and work sent home when children move on to another class.
- **IEPs/ IPLPs:**  
Copies of IEP's retained by resource teacher, class teacher and copy in the pupil's folder

- **Records of attendance / absence**

Notes of absenteeism for each school year filed and retained in office for a period of one year then filed long-term in attic. Record of attendance is also noted in end of year report for each child.

In the event of a child having 20 or more days absent from school in a school year, the principal will make a return to the NEWB as is required under the Attendance Act.

- **Psychological assessments:**  
Retained in the pupil's folder.
- **Referrals for Learning Support/ Visiting Teacher Service / Resource Teacher for Travellers:**  
Referrals and letter of permission from parent also held in the pupil's folder.
- **Enrolment Form:**  
Retained in the pupil's folder  
Details of parent/guardian names, home address, contact telephone numbers and family doctor are kept in chart form in the office so that they are easily accessed in the event of the need to contact a parent/ guardian
- **Code of Behaviour, signed by parents:**  
Retained in the pupil's folder.
- **Record of child's breaches of code of behaviour:**

Incident Book in school office.

- **A record of any serious injuries/ accidents:**  
Teachers record accidents using accident report forms. These are left in the office, signed by the principal and filed in children's individual folders.
- **Indemnity form for administration of medicine:**  
Available to all parents
- **Acceptable Use Policy**  
Signed permission form retained in pupil's folder

### **Guidelines for the administration of records:**

- **Who will have access?**  
The principal and teaching staff have access to records. The school inspector, the Special Needs Organiser, the visiting teacher, parents and guardians, past-pupils who have reached the age of eighteen, Education Welfare Officer, have access to records where applicable. Secondary schools are entitled to receive a copy of end of year reports and standardised test results for 6<sup>th</sup> class as soon as St Michaels N.S. receives notification that the child is attending secondary school.
- **Procedure to gain access**  
A written request with two weeks notice is required.
- **Format for school's report to parents**  
All pupils receive end of year report during June by post.
- **How will the report be formulated?**  
The class teacher formulates the report based on class assessment and teacher observation. The class teacher, school principal and Resource teacher where appropriate will sign the report.
- **How will they be issued?**  
By post during June annually.
- **Reports to parents who live separately**

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The pupil reports will be issued at the end of the school year to the parent with whom the child is residing or to both parents if requested.

- **Responsibility for updating records**  
Teaching staff update pupil records as necessary.
- **The storage of records**  
The child's folder will be kept in the locked filing cabinet in the Principal's office. Access is with a key retained by the principal. One year after pupil transfers to second level, the file is transferred to attic storage above the office.
- **Length of retention**  
Until the child is 18 and 3 years
- **Access to records for external agencies**  
As above mentioned.
- **Regulation of access for those who are no longer enrolled**  
All access to records must be with written consent and with two weeks notice.

### **Success Criteria**

- Systematic compilation of uniform records by staff
- Systematic reporting to parents on educational progress in place
- Parents/pupils can access records without undue disruption of teaching time (Especially since there is a teaching principal)
- Storage of records is manageable

### **Roles and Responsibility**

- The principal will be responsible for the distribution of the policy to the parents
- The Principal will ensure that the files are transferred and securely stored when the pupils transfer out of the school

### **Implementation Date**

Distributed to parents in May '05 and time allotted for responses. No comments received.

## Record Keeping Policy

September 2005

### **Timetable for review**

School year 2008

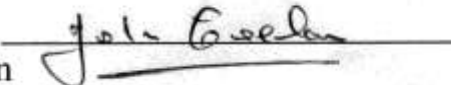
Reviewed Oct 2012.

To be reviewed 2016.

### **Ratification & Communication**

Communication to parents before the end of May 2005. Any written responses from parents to be returned by June 10<sup>th</sup> 2005. As this policy was reviewed in 2102 the revised policy was circulated to all parents and is available to view on school website

**This policy was ratified by The Board of Management on  
Thursday 15<sup>th</sup> September 2005**

Signed :   
Fr Geelan