



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

## RETENTION OF STUDENT DOCUMENTATION POLICY

Date of Policy	August 2018
Next Review Date	August 2019
Key Staff	Principal, Rector, Vice Principal, Curriculum Office Student Communications
Lead for Review	Vice Principal

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## Policy Statement

Schools are required by law, through the Education (Pupil Information) (England) Regulations 2005 (as amended by the Education (Pupil Information) Regulations 2008), to keep curricular and educational records for each student, disclose these records to parents and students, report at least annually to all parents on their child's progress and attainment and transfer pupil information and educational records as a pupil changes school.

It is college policy to retain all documents relating to individual students indefinitely, subject to prevailing legislation on data protection. Either a hard copy (original or photocopy) or an electronically scanned copy of key documents will be stored. In practice, the past four years' records are held on the premises. Older documents are removed to off-site but secure storage.<sup>1</sup>

The purpose of the policy is to ensure that the college can respond to legitimate enquiries regarding a student's enrolment at the college; their academic performance, etc.

## Disclosure of educational records

Schools, as independent public bodies, are directly responsible under the Data Protection Act 2018 (DPA) for the collation, retention, storage and security of all information they produce and hold. This will include educational records, reports and any other personal information of individuals - pupils, staff and parents.

The Pupil Information Regulations require that a school's governing body ensures that a pupil's educational record is made available for their parent to see, free of charge, within 15 school days of receipt of the parent's written request. If a parent makes a written request for a copy of the record this too must be provided and within 15 school days.

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<sup>1</sup> Further guidance is provided in the Cambridge Education Data Protection Policies Privacy Notes (Third Parties and Employees) available at: <G:\Group HR Public\Policies>