



SHOTTERY ST ANDREW'S CE PRIMARY SCHOOL POLICY FOR TRANSFER OF PUPIL DOCUMENTATION INCLUDING PUPIL REFERENCES, REPORTS AND BOOKS UPDATED MARCH 2016

References

In 2015, the Governing Body of Shottery St Andrew's CE Primary reflected upon its practice in supplying references, both for employees and pupils. The term pupil references, refers to any requests to supply information above the CTF for pupils applying for places at alternative schools, for example applications or appeals to selective or public schools.

Following consultation with the Local Authority's Admissions team, the school was advised that there was no requirement upon it to provide any information when pupils or their parents appeal for secondary school places. Given this information the Governing Body approved the use of a proforma (attached) which would include basic information for parents to use should they wish. The reference will contain the following factual information only: name of the pupil, date of birth, dates of attendance and average attendance during period on roll, contribution to school life, specific awards and current attainment. A copy of the most recent report will also be included. Verbal references will refer only to the information in the proforma.

Child Protection and Safeguarding

All child protection documentation on pupils will be forwarded on transfer, only where the child's safety could be jeopardized will the school release information in advance.

Reports

Written feedback reports are provided 3 times a year. Where a teacher has concerns about a pupil's negative attitude or behaviour, this should always have been shared with the parent in advance of being recorded in a report.

Books

Pupil books are not released as standard practice. When a child leaves the school only the ROA (Record of Achievement) will be immediately released.

In July, all pupil books will be available for parents to view at Open Evening, after this all books will be retained for assessment and tracking purposes.

At Christmas, once sufficient evidence has been accrued in the new term's books, the following books from the previous academic year will then be released to parents:

Year R: learning Journals

Years 1- 5: Hot / cold writing tasks

Year 6: Writing Portfolio

Where pupils have left the school it will be the responsibility of parents to collect the released work. Where work has not been collected by Spring Half term, it will be disposed of along with any books no longer required for tracking evidence.

Next review date for this policy 2018-2019

