

Reviewed by:	Curriculum Committee
Last updated:	May 2009
Next review date:	May 2010

Access to Pupil Records

Seaton Primary School has an open policy on pupil records. The main features of the policy are:

Parents, legal guardians and those with custody of the child are allowed access to their children's school records. Requests to view pupil records should be made to the Headteacher via the school office. An appointment will be made when the records will be available for viewing. Original records cannot be taken from the school. Copies can be made at a fee.

Where reports have been prepared by a third party (e.g. doctor) information is made available only with their agreement.

Parents or guardians must give their permission before an outside agency is allowed access to all or part of a pupil's records. In cases of emergency, the Director of Children and Young Peoples Services for Devon can approve access.

The exception to this policy is where the file is subject to legal proceedings.

Related links:

[Freedom of information policy](#)

[Assessment and Recording policy](#)