

# Access to records request form

There are two separate rights to information held by schools about pupils.

1. The subject access right. Under the Data Protection Act, 1998, a pupil has the right to a copy of information held about them. If they are no longer enrolled with the school, identification must be provided before access will be permitted.
2. Parents have a right to access their child's educational record under the Education (Pupil Information) (England) Regulations 2005.

## **Material in a pupil's educational record exempt from disclosure to parents.**

When schools comply with a request to see or have a copy of a pupil's educational record under the Education (Pupil Information) (England) Regulations 2005, there is some information that cannot be disclosed:

- Information, the disclosure of which would be likely to cause serious harm to the physical or mental health or condition of the child or someone else.
- Information as to whether the child is or has been subject to or may be at risk of child abuse, where the disclosure of that information would not be in the best interests of the child.
- Information supplied by the school in a report to any juvenile court, where the rules of that court provide that the information or part of it may be withheld from the child.
- Information concerning the child which also relates to another identifiable person, unless the person has consented to the disclosure, or it is reasonable in all the circumstances to disclose the information without his/her consent.
- Information recorded by the pupil during an examination.

# Access to records request form

## Timescales

If the request includes wholly or partly, the educational record the school must respond to the request within 15 school days. If however, a request is made to access personal information that does not include the educational record a response must be made within 40 calendar days. If a fee is required, the start date is when both the application form and fee have been received by the school.

## Charges

No charge will be made to view a file. If a subject access request is for copies of all or part of the education record, a fee can be charged by the school depending on the number of pages provided. This can be up to a maximum of £50. If a pupil or parent acting on the pupil's behalf makes a subject access request which does not include any information from the educational record, the maximum fee which can be charged is £10.

## Contact

Please contact Inscape House School reception on **0161 283 4750**  
or email **[inscape.admin@togethertrust.org.uk](mailto:inscape.admin@togethertrust.org.uk)**