



Community Services: Education

Argyll House
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To: Heads of all Educational Establishments

Dear Colleague

Pupils' progress records

Your attention is drawn to paragraph 10 of the Schools General (Scotland) Regulations 1975 which details the procedure to be followed for maintaining progress records for every pupil in attendance at your school. The records should be completed (i) as necessary, at least once a year, and (ii) on transfer of the pupil to another school. The record, whatever its form, must contain the following information:

- (a) the pupil's full name and address, date of birth, position in his family and his parent's name and address, occupation and, where appropriate, place of work;
- (b) the name and address of any person other than the parent who may be notified in the case of an emergency affecting the pupil;
- (c) the schools attended by the pupil with the dates of admission and leaving and the designation of the class from which he left;
- (d) the results, with dates, of any objective or diagnostic tests administered to the pupil, including any attainment tests administered to pupils within the meaning of Regulation 2(1) of the Testing in Primary Schools (Scotland) Regulations 1990;
- (e) a note of any factors adversely affecting the pupil's education capacity or attainment;
- (f) the pupil's health record;
- (g) where appropriate, information about the pupil's emotional and social development;
- (h) the pupil's educational progress during each annual stage of school education;
- (i) where the pupil is in attendance at a secondary school, information about any positions of responsibility held by him in the school or where appropriate, in any organisation.

Where an entry is made in the progress record concerning a decision to exclude the pupil from attendance at school, the parent or the pupil himself or herself if he or she is a young person, must be advised of the terms of the entry as soon as practicable after the entry is made. In addition where there has been an appeal against the decision to an appeal committee and/or to a sheriff, the results of the appeal must also be recorded and the terms of the entry in the progress record reported to the parent and pupil if he/she is a young person.

The record will be retained by the school in which the pupil made his or her final attendance for a period of 5 years.

NB – If a parent requests a change of name for a pupil where there has been a separation between the mother and father, the child's name should only be changed if the consent of both parents is given (if both had parental rights and responsibilities) or if there is a court order confirming the change of name.

The information contained in a pupil's progress record shall be used only for the purpose of supervising that pupil's educational development and of giving adequate advice and assistance to, or in relation to, that pupil. The contents of the record or any part thereof shall only be disclosed to persons authorised in that behalf by the appropriate minister or the education authority for the time being having custody of the record, except that, where part of the record refers to an exclusion which has been successfully appealed against, neither the minister nor the authority will have the power to authorise disclosure of that part.

The authority's policy however, is that when head teachers are approached by the parent or carer of a pupil with a request to see the child's record the information must be disclosed. **Please refer to education management circular 3.11 for more detailed information on who can access pupil records.**

While it is left to each individual head teacher's discretion as to the form of record to be used for each item listed above, the attention of head teachers is drawn to the need for collation of all the relevant records within the Pupil's Progress Record Folder (published by HMSO) which should be maintained for this purpose.

Yours sincerely

Executive Director of Community Services

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