



Freedom of Information – Supplementary Information for Parents

Date Agreed: November 2019

Review Date: November 2021

**Signed: _____
Chair of Governors**

**PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES
TRUST
St Blasius C of E Primary Academy
Freedom of Information Supplementary Information for
Parents**

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	10 th June 2015	AJ	RSC	New policy
2	November 2019	CW	LGB	Reviewed policy



PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST

Freedom of Information Supplementary Information for Parents

Pupils have a right of access under the Data Protection Act 2018 to their own information. This is known as the right of subject access. When a child cannot act for themselves or the child gives permission, parents will be able to access this information on their behalf.

Parents have an independent right of access to their child's educational record under separate education regulations.

As a parent, what sort of information can I access?

You have a right to access your child's educational record. This covers information that comes from a teacher or other employee of the PWDAT or academy, the pupil or you as a parent, and is processed by or for the academy's local governing body or teacher, except for information the teacher has solely for their own use. So it will cover information such as the records of the pupil's academic achievements as well as correspondence from teachers, PWDAT employees and educational psychologists etc. engaged by the school's local governing body. It may also include information from the child and from you, as a parent. Information provided by the parent of another child would not form part of a child's educational record.

As a parent, how can I access to my child's educational record?

This will depend on the location of the school. In England and Northern Ireland you should make the request in writing to the Local Board of Governors via the Clerk to Governors.

How long should this take?

A request for an educational record must receive a response within 15 school days.

How much will it cost?

The academy can charge what it costs to supply a copy of the information. It is free for a parent to view the educational record. See also 'As a pupil, how much will it cost?' below.

As a parent, when can I request other information about my child?

You will be able to access all the information about your child if your child is unable to act on their own behalf or gives their permission. As a general guide, a child of 12 or older is expected to be mature enough to make this kind of request.

As a parent, are there circumstances where I could be denied access to my child's educational record?

There are certain circumstances where the school can withhold an educational record, for example, where the information might cause serious harm to the physical or mental health of the pupil or another individual.

The request for access would also be denied if it would mean releasing examination marks before they are officially announced.

As a pupil, what rights do I have to access my information?

You (or someone acting on your behalf) have the right to a copy of your own information. This is known as the right of subject access. However, academies may withhold information in certain circumstances, such as where serious harm may be caused to your physical or mental health or another individual, or where the request is for an exam script or for exam marks before they are officially announced.

As a pupil, how should I request information and how long will it take?

You should make your request in writing to the academy. In Northern Ireland and Scotland the school should respond within 40 calendar days after it has received the fee and any other information it needs to find the information and, if necessary, identify that it's really you making the request. This is also the case for England and Wales if the request is only for information outside the educational record. However, if any of the information requested is in the educational record, then the school should respond in 15 school days.

As a pupil, how much will it cost?

For your educational record, it depends on the number of pages provided. For example, 1 to 19 pages will cost £1.20; 29 pages will cost £2, and so on, up to a maximum of 500+ pages which will cost £50. If the request is for other information excluding the educational record then the maximum charge is £10.

What if the information you want involves information about another person?

Information about another person may not always be available to you. Unless the other person gives their permission, or it is reasonable in the circumstances to provide the information without permission, the academy will be entitled to withhold this information.

What if I don't get the information I requested?

If you don't get the information you asked for, the IOC may be able to help.