



ARRANGEMENTS FOR ACCESS, AMENDMENT, COPYING AND TRANSFER OF PUPILS' RECORDS AT POVEREST PRIMARY SCHOOL

Under the terms of the Education (School records) Regulations 2005 entitled and authorised persons, as defined may request to see the relevant pupil's record by letter addressed to the Governing Body. Within 15 school days the record will be made available at the Head Teacher's Office for entitled persons or dispatched to authorised persons so requesting.

A copy may be taken of the pupil's record if requested and a charge not exceeding the cost of reproduction (unless the entitled person is in receipt of family support, etc.) may be made to entitled persons only.

If the entitled person asks in writing for amendment to the pupil's record the request shall be considered by the designated holder, the Head Teacher, who will advise if the record has been altered or notify the reasons if adjustment is not agreed.

If the entitled or authorised person is not satisfied about the performance of those functions an appeal may be made in writing to the Clerk of the Governing Body who will arrange for the matter to be considered under arrangements made by the governors. The entitled or authorised person will be notified of the intended hearing of the appeal and invited to be present if desired. The governors' decision will be final and communicated by letter.

Authorised by the Governing Body of Poverest Primary School.

Signed 

Date: 6 October 2026

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