

When it comes to the time that your child leaves our school, we wanted to let you know what happens to the data that we hold on them. The majority of the data we have is held on our school Information Management System (MIS) and is transferred to your child's next school via a secure online server provided by the Department for Education. The data is contained in what is called a 'common transfer file' known as a CTF.

The data this contains includes :

- \* Basic Details (Name, Date of Birth etc.)
  - \* Email Address
- \* Free School Meals Eligibility History
- \* Key Contact Details (Address, Telephone Number etc.)
  - \* Special Status (such as being in care)
  - \* Recent Attendance History
  - \* Special Educational Needs History
- \* Key Assessment Results (Phonics, SAT's etc.)
- \* School History (what schools have they attended)

## Special Educational Needs (SEN) Records

The law requires us to pass over all our SEN records to the next school so that they can provide the most relevant support for your child when they have moved. However, the law also requires us to keep a copy until your child reaches their 26th birthday.

## Safeguarding Records

If your child has been subject to any safeguarding procedures, the law requires us to pass all of these to the next school. We do not retain any copies. In some cases we may retain copies of the relevant information e.g. where there is ongoing legal action, or where other family members are still in the school, but where this is the case you will be advised accordingly.

## Other Records

Any other material (such as letters, school meals payments etc.) are destroyed securely when they have left our school. We also close and delete any online accounts they have used (such as DoJo and Purple Mash). This also applies to any equipment (such as an iPad) provided by the school, which will have all the data wiped securely.

## Sharing Information Before Moving School

We are required by the Department for Education to make sure that your child's transfer has as little impact on their academic progress and personal well-being as possible and therefore we may well share some of the information with the receiving school before your child has left us.

## And Finally...

Our MIS archives your child's key details once they leave. These are held for monitoring and inspection purposes only. Access to them is strictly restricted. So, please note that once your child has left us, we retain very little information - this is all passed on to the receiving school.

