Head Teacher: Kirsten MacLeod

Newham Pupil Referral Units

Request for Paper Copies of Student Educational Records Procedure

Created by, Strategic Finance and Business Manager
Reviewed policy to be agreed by Head Teacher: Spring 2026
Reviewed policy shared with staff: Spring 2027

This procedure has been drawn up with guidance from the Information Commissioner's Office and The Education (Pupil Information) (England) Regulations 2005

Should be read in conjunction with the schools Subject Access Request Policy and Procedure

Pupils attending Newham PRUs have a right of access under the Data Protection Act 1998 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.

If the child attends a maintained school, 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?

If your child attends a maintained school, you have a right to access your child's educational record. This covers information that comes from a teacher or other employee of a local authority or school, the pupil or you as a parent, and is processed by or for the school's 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, local education authority employees and educational psychologists engaged by the school's management committee. 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 my child's educational record?

You should make the request in writing to the Chair of Newham PRUs Management Committee c/o the address of the provision you child attends.

How long should this take?

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

How much will it cost?

Newham PRUs will 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, schools 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 school. If the request is only for information outside the educational record, the school should respond within 30 calendar days any other information it needs to find the information and, if necessary, identify that it's really you making the request. 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 school will be entitled to withhold this information.