



# *Barrowby Church of England Primary School*

## **Record Keeping Policy**

### **1. Introduction**

- 1.1 This policy outlines the purpose, nature and management of record keeping at Barrowby Primary School.
- 1.2 The school policy for Record Keeping reflects the consensus of opinion of the whole teaching staff and has the full agreement of the governing body.
- 1.3 The implementation of this policy is the responsibility of all the teaching staff.

### **2. The Nature of Record Keeping**

- 2.1 Record keeping should provide a clear picture of each child's significant attainments in all subjects which form part of the school curriculum. Its primary purpose is formative – to ensure continuity and progression in children's learning. It also provides the basis for reports and discussions with parents.
- 2.2 It is not necessary to record everything a child does, and recording must not be so detailed or time consuming that it obstructs teaching or learning.

### **3. Entitlement and Statutory Requirements**

- 3.1 There is a statutory requirement for schools to keep records on every registered pupil at the school. A school may determine the layout of such records and their contents. A record for each pupils must include information about:
  - The pupil's academic performance
  - Other skills and abilities
  - Progress in school
  - The results of statutory assessments at the end of Key Stage 1 and Key Stage 2.This information must be updated annually.
- 3.2 For pupils who move to a new school other than at the end of a key stage, the receiving school will be provided with a record containing specified information about the pupil's achievement when he/she transfers. The report must contain: The pupil's statutory assessment results in core subjects of English, Mathematics and Science, by subject and attainment target at all previous Key Stages and the school year in which assessments were made. The teacher's latest assessments of the pupil's progress against the attainment targets in the core subjects since the last statutory assessment or since the pupil arrived at the reporting school, whichever is the more recent. These do not have to be in the form of levels, but should indicate whether the pupil's attainments have developed significantly since the last statutory assessment. This record must be passed to the receiving school within 15 days of its being requested.
- 3.3 Parents have the right of access on request to any information in a pupil's educational record which originates from or has been supplied by a teacher at the school, an

education welfare officer or an employee of the LEA. This includes any information the school keeps for its own purpose, administrative information (e.g. attendance) and information on the pupil's emotional development and home background.

3.4 It is our policy that each child's record held centrally will contain:

- A copy of the annual report to parents.
- Results from Key Stage 1 and Key Stage 2 SATs where children have reached the end of the key stage.
- An integrated studies plan showing the topics/themes covered each term throughout the year, on an annual report.
- A copy of the child's baseline assessment on entry to Reception.

Results of any mathematics/reading tests administered during each year are held in our central database.

S.E.N records where a child is on the SEN Register, are held by the SENCO, in a central office.

Portfolios of children's work for each subject area, as appropriate are held by subject coordinators.

3.5 The following records will be kept by the class teacher, and although containing information on individual pupils, may be kept as part of a class record:

Key Stage 1

- Notes on a child's reading progress (a dated record of books read/the completed reading card).
- National Literacy Strategy words and initial sounds learnt.
- Key assessment objectives for each National Curriculum subject.

Key Stage 2

- Notes on a child's reading progress (a dated record of books read/the completed reading card).
- NFER reading comprehension results.
- NARE diagnostic spelling results.
- Optional SATs results.
- Key assessment objectives for each National Curriculum subject.

Copies of all the above record sheets can be found in the assessment file.

For pupils who move to another school, the above records held by the class teacher should be transferred to the pupil's central file. Where a record is held as part of a class/group record, this information should be extracted and recorded on:

- A National Curriculum level transfer sheet
- A DES Common Transfer form

## **4. Implementation Process**

4.1 Key assessment objectives have been devised so that children can be assessed termly on each subject of the National Curriculum. Each year group is assessed on three

objectives each term for literacy and numeracy (taken from the National Literacy/Numeracy Strategies) and one objective each term for every other National Curriculum subject. Results are recorded on our assessment record sheet (see assessment file for a full set of assessment record sheets).

- 4.2 For any child who is identified as being on the SEN register teachers will ensure that records of their progress are kept up to date (gold sheets) and the SENCO informed of any significant developments.
- 4.3 The SENCO/headteacher will review teachers' records at least annually.

## **5. Background Documentation**

- 5.1 The following documentation was consulted in drawing up this policy:
  - The Education (School Records) Regulations 1989
  - DES Circulars 21/94 Assessing 7 and 11 year olds in 1995.
  - KS1 record keeping arrangements /updates
  - KS2 record keeping arrangements /updates
  - DfEE Circulars Reports on Pupils' Achievements
  - The Education Regulations (Individual Pupils' Achievement Information) as updated by DES.
  - School's Retention Policy.

## **6. Record Keeping Policy Review**

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2025  
Next review: September 2028