



Holderness Academy & Sixth Form College

Status Changes on School Information Management System (SIMS) Policy

Effective Date: January 2019

Date of minuted approval by the Board of Governors: 21 January 2019 & 4 May 2020

Review Committee: Local Board

Review Date: September 2020

Owner: Executive Headteacher

This policy should be read in conjunction with the Safeguarding Policy, Child Protection, Safer Working Practices and Medicines in School Policy

Rationale

For the smooth running and safeguarding of children and young people and staff in school it is essential the SIMS (School Information Management System) database is kept up to date and regularly checked for accuracy. This is particularly relevant to learner details. With technological advances comes the ability to manipulate data and change information rapidly. This document lays out in practice the efforts made by Holderness Academy & Sixth Form College to ensure the database is as accurate as possible and that data provided is robust and authentic.

Staff Details

In accordance with our safer recruitment policies all prospective staff are required to complete an application form with their personal details. Candidates are required to present their authentication documents at interview, those of the successful candidate are retained and others shredded confidentially by the HR team. On appointment, these details are checked at induction and entered onto the Personnel side of the SIMS database. The following annual checks to personal information are made:

- Name/Address/Contact Details Next of Kin
- Vehicle Details Supplementary Income
- Medical Details (voluntary)

These are updated by the Administration Team under the guidance of the Data Manager.

Should changes occur during the school year staff are required to complete a 'Change of Details Form' providing original documents as evidence to support the change. The evidence will be returned to the member of staff and no copies will be made without the person being informed. However, the details will be amended and a note of the author of the change and documentation provided made in the 'notes' section. Hard copies of the 'change of details' forms will be kept for six years, or until they are superseded by a further change in accordance with GDPR guidance.

Examples of Evidence Required - *this is not an exhaustive list and if staff are in doubt, they should speak to the Data Manager or Headteacher's PA.*

- Change of Address – Utilities Bill
- Change of Name (by marriage) – Marriage certificate Change of Name – Official original legal statement
- Change of bank details – Opening Account letter

Learner Details

This applies to all young people within the Academy, even those outside compulsory school age.

On entry to either Year 7 or Year 12, parents will be asked to complete an Admission Form. This contains personal and medical information and any other data parents believe will assist us in supporting their child.

Annually, we will issue an Admissions Form which parents are requested to complete. The administration team will then amend the SIMS database. This data checking exercise is essential to ensure that accurate data is being sent out to correct parents and address to avoid impropriety. This will form part of the annual GDPR update.

Should changes occur in year or Year 7 be at variance with those transferred from previous setting or on the Common Transfer Form (CTF), we will require notification and official original documentation to be able to amend the SIMS database.

Examples of evidence required are - *this is not an exhaustive list and should parents be unsure they should contact a member of the senior leadership team.*

Address/Contact Details - for an in year change parents are required to send in written confirmation of the change which will be confirmed with a phone call by a member of the admin team before changes are made to the system. If a variance from the CTF occurs, parents should follow the procedure above, but written confirmation can be accepted in the form of the signed Admission Form. Where a residence is changed from the CTF or original documentation then evidence of residence must be provided (GP registration for example).

Medical Information – Should be communicated as quickly as possible as this may have a significant impact on the child in school. Again written confirmation is required and any other instructions and advice that can be given to assist in supporting the child. First Aiders will receive a copy of changes to medical details within three working days of receipt. In addition, parents will be asked to complete a Medicines in Schools Form giving additional details where necessary.

Preferred Name change – written confirmation from the parent of the registered name and the preferred name. Parents must be aware that examination certificates will be published in the legally registered name.

Name change – written confirmation from the parent and accompanying legal documents.

Parental Responsibility Change – this is a potentially significant change to the data held on a learner and may conflict with safeguarding principles. In this case we would prefer to meet with the parent assuming legal parental responsibility. Evidence required would be legal order and written signed confirmation from the parent. In addition, where this is also accompanied by a name change we may also request evidence of that name change e.g. Passport in the child's name

We accept that this may feel intrusive, but we hope that our positive relationships with parents will enable us to work together and that they will see that our overriding principle is the safeguarding and welfare of children and young people.