



## Transfer Reports and References for Pupils Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office.

### 1. Pupil References

We undertake to provide honest and unbiased references on your son or daughter on request for other schools. These are based on the opinions of the Headteacher, who is informed by the Hurlingham teachers who have timetabled responsibility for the learning of each child in question.

The majority of pupils who leave us at the end of Form VI move on to leading local day and boarding schools having successfully passed the school's entrance examination or Common Entrance. The reference we provide is an essential part of the selection process. All our staff who are involved in preparing these references and in predicting entrance exam and Common entrance results are highly trained and experienced. We maintain close links with the senior schools that most of our former pupils go on to attend.

In line with the Code of Practice For Schools in IAPS (and other major associations of independent schools) we recognise that the schools who request such references recognise them to be exempt from the subject access request provisions of the Data Protection Act. However, we are always happy to disclose any reference on a child voluntarily providing parents seek permission from the receiving school too.

### 2. References on Former Pupils

Our former pupils form an important part of our School community. We are always happy to provide references on them in line with the procedures detailed above.

### 3. Access to Reports and References from a feeder school

All parents and legal guardians are entitled to see their son or daughter's reports. (More details are given in our Data Protection policy, which also covers the exceptional circumstances when disclosure is not permitted).

We treat as confidential any reference given by us for the purpose of the education or prospective education of any pupil. We acknowledge that an individual has the right to access a reference relating to them received by us.

### 4. Providing Information on Pupils

We follow the provisions of the Data Protection Act and will comply with legal requests from Local Authorities, Police or Court requiring the disclosure of information on a pupil or former pupil on the understanding that the authority is a data controller and is subject to the same legal constraints as the school regarding the manner in which it handles data. (More details are given in our record keeping policy).

### 5. Complaints

We hope that you and your child do not have any complaints about the operation of our reports and references policy; but copies of the School's complaints procedure can be sent to you on request or viewed on our School website.

Date created: Spring 2010

Date of last review: June 2017

Date of next review: June 2019