

**The Hessle Academy  
Status Changes on School Information  
Management System Policy**



**THE  
HESSLE  
ACADEMY**

**Effective Date:**  
November 2015

**Date of minuted approval by the Local Governing Board:**  
1 May 2019, 14 September 2021

**Review Committee:**  
Local Governing Board

**Review Date:**  
May 2021, September 2023

**Owner:**  
Operations Manager

*This policy should be read in conjunction with the TCAT Child Protection and Safeguarding Policy, Data Protection Policy, Safer Working Practices and Medical Conditions Policy.*

**Rationale**

For the smooth running and safeguarding of children, young people and staff in school it is essential the School Information Management System (MIS) 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 the Academy to ensure the database is as accurate as possible and that data provided is robust and authentic.

**Staff Details**

In accordance with TCAT 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. These details are checked during the pre-employment period and entered onto the personnel side of the MIS on appointment. The following annual checks to personal information are made:

Name/contact details  
Emergency contact details  
Vehicles driven on the school site  
Supplementary Income

The MIS is updated by the administration team under the guidance of the Operations Manager.

Should name changes occur during the school year, staff are required to complete a 'change of details' form and provide original documents as evidence to support the change. Copies will be made of the documents by the administration team whilst in the presence of the staff member, the original documents will be returned to the member of staff immediately and the copies verified as true versions of the originals. These will be kept until the records are amended and then destroyed as confidential waste.

Hard copies of the 'change of details' forms will be kept for six years, or until they are superseded by a further change.

Examples of Evidence Required - *this is not an exhaustive list and if staff are in doubt they should speak to the Operations Manager*

Change of name (by marriage) – Marriage certificate

Change of Name – Official original legal statement

### **Learner Details**

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

On entry to the school roll parents will be asked to complete a Data Collection Form. This contains personal and medical information and any other data parents believe will assist us in supporting their child.

Annually, we will issue a reminder to parents to advise us of any changes. The administration team will amend the MIS accordingly. This data checking exercise is essential to ensure that data is being sent out to parents' correct contact whether via postal addresses, email or telephones to avoid impropriety.

Should changes occur mid-year or be at variance from those transferred from previous setting or on the Common Transfer Form (CTF), we will require official original documentation in order to correct the MIS.

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.*

**Contact details (address/email/telephone)** - for a mid-year change parents are required to send in written confirmation of the change which will be confirmed with a telephone call by a member of the administration 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. Changes to medical details will be made in the MIS within three working days of receipt by the First Aid and Health Coordinator, in addition parents will be asked to complete a Medicines in Schools form by the First Aid and Health Coordinator giving additional details where necessary, the coordinator will diarise review dates and act to advise staff of the student's medical needs.

**Preferred name changes** – 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 the Designated Safeguarding Lead would 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.