



# Management CIRCULAR No.

11

**January 2009**  
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Glasgow City Council  
Education Services  
Wheatley House  
25 Cochrane Street  
Merchant City  
Glasgow  
G1 1HL

To **Heads of all Educational Establishments**

Dear Colleague

## **Children's and Young People's Progress Report**

Your attention is drawn to Paragraph 10 of the Schools General (Scotland) Regulations 1975 which details the procedure to be followed for maintaining progress records for every child or young person in attendance at your school. The records should be completed (i) as necessary, at least once a year, and (ii) on transfer of the child or young person to another school. The record, whatever its form, must contain the following information:

- a) the child's or young person's full name and address, date of birth, position in his/her family and his/her parent's/carer's name and address, occupation and, where appropriate, place of work;
- b) the name and address of any person other than the parent/carer who may be notified in the case of an emergency affecting the child or young person;
- c) the schools attended by the child or young person with the dates of admission and leaving and the designation of the class from which he/she left;
- d) the results, with dates, of any objective or diagnostic tests administered to the child or young person;
- e) a note of any factors adversely affecting the child's or young person's educational capacity or attainment;
- f) the child's or young person's health record;
- g) where appropriate, information about the child's or young person's emotional and social development;
- h) the child's or young person's educational progress during each annual stage of school education;
- i) where the child or young person is in attendance at a secondary school, information about any positions of responsibility held by him/her in the school or where appropriate, in any organisation.

Where any entry is made in the progress record concerning a decision to exclude the child or young person from attendance at school, the parent/carer or the child or young person himself/herself, if he/she is a young person, must be advised of the terms of the entry. In addition where there has been an appeal against the decision to an appeal committee and/or to a sheriff the results of the appeal must also be recorded and the terms of the entry in the progress record reported to the parent/carer. The record will be retained by the school in which the child or young person made his/her final attendance for a period of five years.

The information contained in a child's or young person's progress record shall be used only for the purpose of supervising that child's or young person's educational development and of giving adequate advice and assistance to, or in relation to, that child or young person. The contents of the record or any part thereof shall only be disclosed to persons authorised in that behalf by the First Minister or the education authority for the time being having custody of the record, except that where part of the record refers to an exclusion which has been successfully appealed against neither the First Minister nor the authority will have the power to authorise disclosure of that part. The authority's policy however, is that when Heads of Establishment are approached by the parent/carer of a child or young person with a request to see their child's record the information must be disclosed. While it is left to each individual Heads of Establishment's discretion as to the form of record to be used for each item listed above, the attention of Heads of Establishment is drawn to the need for collation of all the relevant records within the Pupils' Progress Record Folder (published by HMSO) which should be maintained for this purpose.

Yours sincerely

Margaret Doran  
Executive Director of Children and Families