



# Record Maintenance Policy

## St Pius X High School, Adamstown

### Rationale:

The processes of maintaining and keeping records assist schools to profile student needs, learning, behaviour, attendance, incidents and/or accidents while students are enrolled at Diocesan schools.

The keeping of other school records such as **teachers' programs** and school policies are also required for accountability purposes to adequately meet legal and system requirements.

Accurate, appropriate and comprehensive record keeping both promotes and assists Catholic Schools in the Diocese of Maitland-Newcastle:

- ⇒ To achieve their educational purposes
- ⇒ To discharge their legal duty of care to all enrolled students

### Aims:

This policy aims to:

- ⇒ Articulate clear guidelines to schools which adequately meet legal requirements in terms of accountability for maintaining and keeping school records
- ⇒ Provide consistency in primary and secondary schools across the Diocese in this area

### Implementation:

#### *Class Rolls and Absent Notes*

- ⇒ It is a legal requirement that student (class attendance) rolls be consistently and accurately maintained. Rolls recording all enrolment and attendance details will be kept at St Pius for seven (7) years after the child leaves St Pius.

Absent notes need to be kept with class rolls for a period of seven (7) years after the child leaves St Pius.

- ⇒ Students should not be used to mark class rolls and should have no access to class rolls. This could be a breach of the Privacy Act.

#### *Student Results*

- ⇒ Copies of student reports and/or records of student achievement are kept by St Pius for seven (7) years after the child leaves St Pius.