

**Policies**

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| Title | Enrolment, Student Records |
| Category | School Enrolment records |
| Document ID | 3.5 |
| Version | 1.0 |
| Date | 10/1/25 |
| Purpose | The school maintains an electronic database of student enrollments and associated documentation on its office computers. A backup copy of this database is regularly updated and stored in the cloud. Additionally, a separate database and backup is maintained for student and staff communication records.Records for each student enrolled include, the student’s name, date of birth, place of residence, parent or guardian’s contact details, start of enrolment and when appropriate, end of enrolment. |
| Audience | ESBFamily privacy maintained by Principal and student’s teacherParents/Carers of individual students |
| Registration requirement | To satisfy the requirements of the ESB for registration as a school |
| Responsible person | Principal |
| Sign off by | Charity Board Chair, Capt Arthur Jones |
| Next review date | Sept 2027 |
| URL |  |