



Pupil information disclosed to other organisations by Sheffield City Council

Sheffield City Council processes some personal information about school pupils. This helps schools provide an education service, as well as discharging the Council's legal responsibilities. When you access educational services, certain information is collected by the school about you and your family (for example background details about your child, your address and contact details). As your child continues in the education system, further information (for example about his/her attendance and educational attainment) is collected and held on school systems. Where the law permits, this personal information held by schools may be disclosed both to the Council and to other agencies (such as the Health Service), in order to provide educational and related services to which children and parents are entitled.

In processing any information all parties comply with the Data Protection Act 1998. More information about this can be obtained from the [Information Commissioner's Office](#).

Schools may in addition disclose information with other organisations directly – for example, the local School Nursing Service in relation to national surveys of height and weight for children in Reception year and Year 6.

If you would like more detail about who may hold information about your child, how it may be used, or to request access to your child's data, you should contact the school that your child attends and ask for a copy of their Privacy Notice. Further information about Privacy Notice requirements can also be obtained from the Information Commissioner's Office link above.

See the table below for details of pupil information from schools that Sheffield City Council discloses to other local and national organisations.

Details of pupil information that Sheffield City Council routinely discloses to other organisations

The following pupil information, originating in schools, is disclosed to Sheffield City Council and then, via the Council, to other organisations. In all cases, arrangements are made to store and transfer data securely, and to ensure that access is restricted to those who need it.

| Education phase | What is shared | Who with | Why |
|------------------------------------|---|--|--|
| Early years and Key Stage 1 | Foundation Stage Profile (FSP) and Key Stage 1 (KS1) assessment details, together with basic details of those Reception / Year 2 pupils who have completed these assessments. | DfE | To enable DfE to monitor FSP and KS1 attainment across the country and to provide statistical reports. |
| Primary and Secondary | Details of pupils held in the three times a year School Census: contextual information, attendance and exclusions data. | Department for Education (DfE) | To enable DfE to fund schools and local authorities appropriately, as well as to provide monitoring and statistical information. |
| Primary and Secondary | Basic details of pupils (eg name, address, date of birth, school), disclosed annually. | School Nursing Service – Children’s NHS Trust | To enable the School Nursing Service in Sheffield to provide screening, immunisations and other health services within schools. |
| Primary and Secondary | Details of children assessed for statements of special educational needs (SEN), sent as required. | Specified health professionals within local NHS Trusts | To enable children with SEN to have their needs met efficiently across service boundaries. |
| Primary and Secondary | Attendance and exclusions data of children in families identified for the Building Successful Families (Troubled Families) programme who have not been attending school regularly or have other education related difficulties. | Contracted specialist support agencies | To enable the agencies to provide appropriate support for families on the BSF programme. |
| Early years, Primary and Secondary | Special educational needs details, as well as some contextual data. | Sheffield Children’s NHS Foundation Trust (SCH) | To enable a needs analysis of children and young people 0-25 in Sheffield with special educational needs and disabilities (once the analysis is completed SCH will destroy the individual data). |

| Education phase | What is shared | Who with | Why |
|------------------------|--|--|---|
| Secondary | For Year 11 students offered places in post-16 provision, details of additional support needs and early GCSE results from schools, sent annually. | Post 16 providers (eg Sheffield College) | To enable a smooth move into college or other post-16 provision, including identification of any additional support required. |
| Secondary | Basic details of Year 11 students (name, date of birth, school), sent annually. | UCAS Progress (national ICT system) | To support applications process for post 16 educational provision. |
| Secondary | Details of pupils in secondary schools (Year 8-13), sent annually. | Sheffield Futures | To enable support (eg careers advice) to all young people, as well as more targeted support for those who need it (eg from Community Youth Teams). |
| Secondary | Attendance and other details of Year 9-11 pupils who are not making progress in school, sent termly. | Community Youth Teams | To identify appropriate support for students who are not progressing or who are at risk of ending up not being in education, employment or training. |
| Secondary | Details of 14-16 year olds applying for training places on Vocational Skills Programme – information on school referral forms; additional details supplied by particular local authority teams on occasion for children with additional needs. | Vocational Skills Programme (VSP) training providers | To secure appropriate service for 14-16 year olds provided by VSP training providers. |
| Secondary | Details of young people reaching 16 who are living outside Sheffield but receiving education within the city. | Home local authority of young person. | To fulfil post-16 government monitoring requirements in relation to post-16 education provision. |
| Secondary | Contextual information (including name and postcode), alongside current and previous provision / participation details of pupils and ex-pupils in year groups 11-13 – submitted monthly. | Department for Education (DfE) | To enable DfE to calculate participation and other destination measures – eg for each school, the percentages of students (and ex-students) in continued education, training or work-placed learning. |

* 'Basic details' – these consist of name, address, date of birth, gender, school.

Revised: March 2015