
EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations require bodies responsible for schools to give a parent access to information in records held by them relating to school pupils, past and present. They also provide for certain exemptions from these requirements.

Regulation 3 defines the information to which the Regulations apply.

Regulation 4 imposes an obligation on the responsible body to preserve the records for a period after the pupil has left school.

Regulation 5 imposes an obligation to give access to information where a parent makes a request and supplies any necessary information to identify himself or herself and to locate the information sought. It also lays down the time limits within which the responsible body must comply with a request.

Regulation 6 provides for circumstances where information is exempt from disclosure. Regulation 7 provides for the form in which a request is to be made.

Regulation 8 makes provision for information to be provided in another language or form.

Regulation 9 permits a responsible body to impose a fee for supplying copies of information.

Regulation 10 provides for requests to be made where a parent considers that information is inaccurate, and what the responsible body must do on receipt of a such a request.

Regulation 11 makes consequential amendments to the Schools General (Scotland) Regulations 1975 (S.I.1975/1135).

Regulation 12 revokes the School Pupil Records (Scotland) Regulations 1990 (S.I. 1990/1551).

Changes to legislation:

There are currently no known outstanding effects for the The Pupils' Educational Records (Scotland) Regulations 2003.