

NAME OF SCHOOL

SINGLE CENTRAL RECORD COVER SHEET

	NAME	DESIGNATION	SIGNATURE & DATE
The Single Central Record will be updated on an ongoing basis by:			
The Single Central Record can be accessed by:			
The Single Central Record will be checked on termly basis by:			
COMPLETION OF GOVERNOR / HT / DSL CHECKS			
DATE OF CHECK	NAME	DESIGNATION	SIGNATURE & DATE
Autumn Term:			
Spring Term:			
Summer Term:			
Additional Checks: (State Reason)			