

30 January 2026

Dear Parent/Carer

Student Education Record

We will be issuing digital education records to Year 11 students this term.

Education records are part of a new service from the Department for Education (DfE) to provide students with their education information and help them share this as part of their post-16 journey.

Education records contain unique education information for each student, including:

- their name, address and date of birth
- the schools they have attended
- their qualifications (after results are released)
- any support needs

Education records will be issued on the DfE education record app. Students must download the app onto their phones from the Apple or Google App Stores. The app is called Education Record England and the app looks like this:



The rest of the issuing process will take place in school. Our role is to confirm the identity of students so they can access their education record. This will be a simple and quick process, which will require students to have downloaded the app, bring their phone to school and complete a quick scan of a QR code that is unique to each of them and will allow their access to the app.

The process will be managed by staff in school and once completed students will be required to return their phone to their pouch unless this takes place at the end of the school day as they are leaving site.

The Apple version of the app requires iOS version 15.0 or newer and the Android version requires 8.0 or newer.

After the issuing process, students will have their education information on their phones. They can then use the app to share this digitally with sixth form provisions or colleges when they enrol.

Please contact us if you have any questions.

Yours faithfully

A handwritten signature in black ink that reads "Rachel Garlick".

Mrs Rachel Garlick
Head of Secondary