Bensham Nursery School

Record Keeping & Retention Policy

September 2024

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| **Approved by:** | [Name] | **Date:** [Date] |
| **Last reviewed on:** | [Date] | |
| **Next review due by:** | [Date] | |

The school recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability.

**1. Policy Scope**

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronic format e.g. paper documents, scanned documents, e-mails which document business activities and decisions, audio and video recordings, text messages, notes of telephone and Skype conversations, spreadsheets, Word documents, presentations etc.

**2. Responsibilities**

The governing body of the school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is delegated to the headteacher of the school.

The school’s DPO will give guidance on good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

The school will manage and document its records disposal process in line with the Records Retention Schedule included within this policy. This will help to ensure that we can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests “SARS”).

Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

* Manage the school’s records consistently in accordance with the school’s policies and procedures;
* Properly document their actions and decisions;
* Hold personal information securely;
* Only share personal information appropriately and do not disclose it to any unauthorised third party;
* Dispose of records securely in accordance with the school’s Records Retention Schedule.

**3. Benefits of the Record Retention Policy**

There are a number of benefits which arise from the use of a complete Retention Policy:

* Managing records against the Retention Policy is deemed to be “normal processing” under the Data Protection Act 1998, Freedom of Information Act 2000 and the General Data Protection Regulations 2018. Provided members of staff are managing record series using the Retention Policy they cannot be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.
* Members of staff can be confident about destroying information at the appropriate time
* Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
* The school is not maintaining and storing information unnecessarily. It is important that all staff bear in mind, when creating documents and records of any sort (and particularly email), that at some point in the future those documents and records could be disclosed - whether as a result of litigation or investigation, or because of a subject access request under the DPA. The watchwords of record-keeping are therefore accuracy, clarity, professionalism and objectivity.

**4. Relationship with existing policies**

This policy has been drawn up within the context of:

* Data Protection policy
* Acceptable Use Policy
* Photographic and Video Policy
* Confidentiality Policy

**5. Pupil Records**

School is under a duty to maintain a pupil record for each pupil. The ‘Pupil Record’ comprising the educational and curricula record, is seen as the core record charting the individual pupil’s progress through the education system, and should accompany them throughout their school career. This record will serve as the formal record of their academic achievements, other skills and abilities, and progress in school.

**Recording and disclosure of information**

Pupil records are held electronically on the MIS system and in CPOMS. School may also keep some records in paper format.

All information must be easy to find, accurately and objectively recorded and expressed in a professional manner as pupils and parents have a right of access to their educational record via two possible routes:

* A request for an educational record.

The Education (Pupil Information) (England) Regulations 2005, states that the pupil record must be provided to parents within 15 school days of a request where the pupil is enrolled in a maintained school. This provision does not apply to Academies, independent schools etc;

* Requests for information by pupils, or their parents are to be treated as subject access requests under Data Protection legislation.

**Records not forming part of the pupil record**

The following record types will be stored separately to the main pupil record, as they are usually subject to shorter retention periods (please see the Retention Schedule section); they will not be forwarded to the pupil’s next school:

* Attendance Registers and Information (electronically held on MIS system)
* Absence (authorised) notes and correspondence
* Parental consent forms for trips/outings
* Accident forms (a copy can be placed on the pupil record if it is a major incident)
* Medicine consent and administering records (this is the school’s record)
* Copies of birth certificates, passports, etc.
* Generic correspondence with parents about minor issues (i.e. ‘Dear Parent’)
* Pupil work, drawings, etc.
* Previous data collection forms which have been superseded (there is no need to retain these)
* Photography (image) consents (this is the school’s record).

## Information stored electronically

Those principles relevant to paper records will apply to those pupil records stored electronically. The school information management system will incorporate features to enable elements of the electronic pupil record to be deleted in

accordance with retention schedules, whilst the remainder of the record remains intact.

## Storage and Security

All pupil records and associated information will be stored securely to maintain confidentiality whilst keeping information accessible to those authorised to see it. Electronic records will have appropriate security and access controls in place; equally paper records will be kept in lockable storage areas with restricted access. Not everyone in school has a need to access all of the information held about a pupil; this is particularly relevant to child protection information.

## Transferring Pupil Records

School will ensure swift transfers of information to the pupil’s new school to ensure appropriate decisions can be made regarding a pupil, using relevant and accurate information.

## Weeding

The pupil record will not be weeded before transfer, unless any duplicates or records with a short retention period have been included; these can be removed and securely destroyed.

## Transfer Process

The following will be transferred to the next school within 15 school days of receipt of confirmation that a pupil is registered at another school:

* Common Transfer File (CTF) from the School Information Management System via the school2school system when used
* Any elements of the Pupil Record, held in any format, not transferred as part of the CTF
* SEN or other support service information, including behaviour, as only limited information may be included in the CTF. This will be included within the CPOMS information transfer
* Child Protection information; this will be sent as soon as possible by the Designated Safeguarding

Lead (DSL) or a member of their team to their equivalent at the new school.

School will ensure the information is kept secure and traceable during transfer:

* Records may be delivered or collected in person, with signed confirmation for tracking purposes
* Pupil Records will not be sent by post. If the use of post is absolutely necessary, they will be sent

by ‘Special Delivery Guaranteed’ or via a reputable and secure courier to a pre-informed named contact,

along with a list of the enclosed files. The new school should sign a copy of the list to confirm receipt of the files and securely return to the our school

If held electronically, records may be sent to a named contact via secure encrypted e-mail, or other secure transfer method.

If the pupil is transferring to an independent school or a post- 16 establishment, we will transfer copies of relevant information only and retain the original full record as the last known school.

If a request is received to transfer the Pupil Record or other information about a pupil to a school outside of the European Union (EU), we will contact our Data Protection Officer for further advice.

## Retention and Disposal

Retention - Transferring school

Responsibility for maintaining the pupil record passes to the next school. Schools may wish to retain the information about the pupil for a short period to allow for any queries or reports to be completed or where linked records in the school information management system have not yet reached the end of their retention period and deleting would cause problems. In this case, records will not be held any longer than 6 months from the date of transfer.

Certain elements of the record may need to be retained for longer, for example if litigation is pending, or for transfer to the Local Record Office, in accordance with the Retention Schedule.

Limitation periods may be dis-applied altogether by courts in the case of certain crimes or associated breaches of care (e.g. historic abuse), whether a charge is brought by the police or a school is sued under a private claim. It is not always possible to try a case where the evidence is inadequate, including due to a lack of corporate memory (e.g. records and witnesses): but generally the courts and police will expect to see a record, and inferences may be drawn otherwise.

In many cases these records will comprise personal or sensitive personal data (e.g. health or criminal allegations): in which case, even justifiable reasons to keep records for many years will need to be weighed against personal rights. Historical high-profile cases in the field of child protection probably make a cautious approach to record retention advisable and, from a DPA perspective, easier for the School to justify retention for long periods. But the longer data is retained, and the more sensitive material is kept on file, the greater – and potentially more serious – the risk of security breach.

Retention – Last known school

The last known or final school is responsible for retaining the Pupil Record. The school is the final or last known school if:

* A secondary phase and the pupil left at 16 years old or for post-16 or independent education, or;
* It is a school at any point and the pupil left for elective home education, they are missing from education or have left the UK.

The Pupil Record should be retained as a whole for 25 years from the date of birth of the pupil, after which time, if no longer required, it can be deleted or destroyed. SEN and other support service records can be retained for a longer period of 31 years to enable defence in a “failure to provide a sufficient education” case.

If our school wishes to retain data for analysis or statistical purposes, it will be done in an anonymised fashion.

## Disposal

Pupil records will contain personal and confidential information and so must be destroyed securely. Electronic copies will be securely deleted and hard copies disposed of as confidential waste.

**6. Information Audits**

School will undertake and record an annual information audit. The information audit is a record of the following:

* What information is retained
* Why information is retained
* What type of information it is
* How information is processed and shared
* Where information is stored
* What the relevant retention period is
* Who the ‘responsible owners’ or day-to-day users are

The information audit enables the school to continually update our asset register.

**7. Disposal of records**

## Managing Records Retention

The fifth data protection principle states that “Personal data must be kept for no longer than is necessary for the purpose for which it is processed”. Therefore, all school records, in all formats, are subject to an applicable retention period, as defined by business, statutory, regulatory, legal or historical requirements.

The schools DPO is designated as our school records manager, with responsibility for ensuring records are retained, reviewed and destroyed in accordance with requirements, and as soon as possible once their lifespan has expired. Reviews will determine whether records are to be selected for permanent preservation, destroyed, digitised to an electronic format or retained for ongoing business or legal purposes.

All records in all formats are assigned a retention period and disposal date, either upon creation or when they cease to be in active use, in accordance with the Retention Policy. A system has been implemented to routinely identify records as soon as they reach their disposal date. This forms part of an electronic record-keeping system or a manual system.

Disposal will be carried out in a timely manner to:

* Ensure compliance with business and legal retention requirements
* Improve the efficiency of the record keeping system
* Free up storage space
* Reduce associated storage and management costs

Destruction will include all backup and duplicate copies, in all formats. This is especially vital for personal information which may be kept in various hybrid record keeping systems.

## Principles of Disposal

School has agreed a standard procedure for the safe disposal of records and all staff are reminded of this. If retention periods are not complied with, material will still have to be provided if a Data Subject Access request or Freedom of Information request is received, and could also result in a data breach.

The disposal method must be applicable to the content and format of the information. Paper and electronic records should be disposed of separately, i.e. floppy disks, CDs, DVDs, tapes, USBs, etc. should not be put into confidential waste containers containing paper as they require different disposal methods and could damage shredding equipment.

Destruction must be undertaken in a way that preserves the confidentiality of the information and which makes it permanently unreadable or unable to be reconstructed or re-instated. Special care should be taken when destroying personal, sensitive or commercial information and confidentiality should be paramount at all stages of the process.

## Destruction of Records

All hard copies of official records and those containing personal data will be destroyed using confidential methods, rather than being placed in general waste bins or skips, which could result in a data breach. School ensure that information is either shredded using a UK GDPR compliant contractor or, if we shred on site, then a cross cutting shredder is used.. A process is agreed and followed to ensure that information security is maintained at all times.

## Retention Guidelines

## Governing Body

This section contains retention periods connected to the work and responsibilities of the governing body.

For further information about governing body records please see: “The constitution of governing bodies of maintained schools Statutory guidance for governing bodies of maintained schools and local authorities in England August 2017”

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| **1.1 Management of Governing Body** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life**  **of the record** | **Personal Information** |
| 1.1.1 | Instruments of government |  | For the life of the school | Consult local archives before disposal |  |
| 1.1.2 | Trusts and endow- ments |  | For the life of the school | Consult local archives before disposal |  |
| 1.1.3 | Records relating to the election of par- ent and staff gover- nors not appointed by the governors |  | Date of election + 6 months | SECURE DISPOSAL | Yes |
| 1.1.4 | Records relating to the appointment of co-opted governors |  | Provided that the decision has  been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children). In this case retain for 25 years | SECURE DISPOSAL | Yes |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 1.1.5 | Records relating to the election of chair and vice chair |  | Once the decision has been recorded in the minutes, the records relating to the election can be destroyed | SECURE DISPOSAL | Yes |
| 1.1.6 | Scheme of dele- gation and terms of reference for committees |  | Until superseded or whilst relevant [Schools may  wish to retain these records for reference purposes in case decisions  need to be justified] | These could be of- fered to the archives if appropriate |  |
| 1.1.7 | Meetings schedule |  | Current year | STANDARD DISPOSAL |  |
| 1.1.8 | Agendas - principal copy |  | Where possible the agenda should be stored with the principal set of the minutes | Consult local archives before disposal | Potential |
| 1.1.9 | Minutes - principal set (signed) |  | Although generally kept for the life of the organisation, the Local Authority is only required to make these avail- able for 10 years from the date of the meeting | Consult local archives before disposal | Potential |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 1.1.10 | Reports made to the governors’ meeting which are referred to in the minutes |  | Although generally kept for the life of the organisation, the Local Authority is only required  to make these available for 10 years from the date of the meeting | Consult local archives before disposal | Potential |
| 1.1.11 | Register of attend- ance at Full govern- ing board meetings |  | Date of last meet- ing in the book + 6 years | SECURE DISPOSAL | Yes |
| 1.1.12 | Papers relating to the management of the annual parents’ meeting |  | Date of meeting + 6 years | SECURE DISPOSAL | Yes |
| 1.1.13 | Agendas - additional copies |  | Date of meeting | STANDARD DISPOSAL |  |
| 1.1.14 | Records relating to Governor Monitor- ing Visits |  | Date of the visit + 3 years | SECURE DISPOSAL | Yes |
| 1.1.15 | Annual Reports re- quired by the DoE |  | Date of report + 10 years | SECURE DISPOSAL |  |
| 1.1.16 | All records relating to the conversion of schools to Academy status |  | For the life of the organisation | Consult local archives before disposal |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 1.1.17 | Records relating to complaints made to and investigated by the governing body or head teacher |  | Major complaints: current year + 6 years.  If negligence involved then: current year + 15 years  If child protection or safeguarding issues are involved then: current year + 40 years | SECURE DISPOSAL | Yes |
| 1.1.18 | Correspondence sent and received by the governing body or head teacher |  | General corre- spondence should be retained for current year + 3 years | SECURE DISPOSAL | Potential |
| 1.1.19 | Action plans cre- ated and admin- istered by the governing body |  | Until superseded or whilst relevant | SECURE DISPOSAL |  |
| 1.1.20 | Policy documents created and ad- ministered by the governing body |  | Until superseded [The school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations.] |  |  |

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| **1.2 Governor Management** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 1.2.1 | Records relating to the appointment of a clerk to the governing body |  | Date on which clerk appointment ceases + 6 years | SECURE DISPOSAL | Yes |
| 1.2.2 | Records relating to the terms of office of serving governors, includ- ing evidence of appointment |  | Date appointment ceas- es + 6 years |  | Yes |
| 1.2.3 | Records  relating to governor declaration against disqualification criteria |  | Date appointment ceas- es + 6 years | SECURE DISPOSAL | Yes |
| 1.2.4 | Register of business interests |  | Date appointment ceases + 6 years | SECURE DISPOSAL | Yes |
| 1.2.5 | Governors Code of Conduct |  | This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation |  |  |
| 1.2.6 | Records relating to the training required and received by Governors |  | Date Governor steps down + 6 years | SECURE DISPOSAL | Yes |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 1.2.7 | Records relating to the induction  programme for new governors |  | Date appointment ceases + 6 years | SECURE DISPOSAL | Yes |
| 1.2.8 | Records relating to DBS checks carried out on clerk and members of the governing body |  | Date of DBS check + 6 months | SECURE DISPOSAL | Yes |
| 1.2.9 | Governor personnel files |  | Date appointment ceases + 6 years | SECURE DISPOSAL | Yes |

## Management of the School

This section contains retention periods connected to the processes involved in managing the school, including Human Resources, Financial Management, Payroll and Property Management.

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| **2.1 Head Teacher and Senior Management Team** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 2.1.1 | Log books of activity in the school maintained by the Head Teacher |  | Date of last entry in the book + mini- mum of 6 years, then review | These could be of per- manent historical value and should be offered to the County Archives Service if appropriate | Potential |
| 2.1.2 | Minutes of Senior Man- agement Team meetings and the meetings of other internal adminis- trative bodies |  | Date of the meet- ing + 3 years then review annually, or as required if not destroyed | SECURE DISPOSAL | Potential |
| 2.1.3 | Reports created by the Head Teacher or the Management Team |  | Date of the report  + a minimum of 3 years then  review annually or as required if not destroyed | SECURE DISPOSAL | Potential |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 2.1.4 | Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities which do not fall under any other category |  | Current academic year + 6 years then review annually, or as required if not destroyed | SECURE DISPOSAL | Potential |
| 2.1.5 | Correspondence cre- ated by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsi- bilities |  | Current year + 3 years | SECURE DISPOSAL | Potential |
| 2.1.6 | Professional develop- ment plans |  | These should be held on the individual’s  personnel record. If not then termination of employment + 6 years | SECURE DISPOSAL | Potential |
| 2.1.7 | School development plans |  | Life of the plan  + 3 years | SECURE DISPOSAL |  |

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| **2.2 Operational Administration** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| 2.2.1 | General file series which do not fit under any other category |  | Current year + 5 years, then review | SECURE DISPOSAL | Potential |
| 2.2.2 | Records relating to the creation and publication of the school brochure or prospectus |  | Current academic year + 3 years | The school could preserve a copy for their archive otherwise STANDARD DISPOSAL |  |
| 2.2.3 | Records relating to the creation and distribu- tion of circulars to staff, parents or pupils |  | Current academic year + 1 year | STANDARD DISPOSAL |  |
| 2.2.4 | School Privacy Notice which is sent to parents as part of GDPR com- pliance |  | Until superseded + 6 years |  |  |
| 2.2.5 | Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings) |  | Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves | SECURE DISPOSAL | Yes |
| 2.2.6 | Newsletters and other items with a short operational use |  | Current academic year + 1 year [Schools may decide to archive one copy] | STANDARD DISPOSAL |  |
| 2.2.7 | Visitor management systems (including elec- tronic systems, visitors books and signing-in sheets) |  | Last entry in the visitors book + 6 years (in case of claims by parents or pupils about various actions). | SECURE DISPOSAL | Yes |
| 2.2.8 | Walking bus registers |  | Date of register + 6 years | SECURE DISPOSAL | Yes |

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| **2.3 Human Resources** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| **Recruitment** | | | | | |
| 2.3.1 | All records leading up |  | Unsuccessful | SECURE DISPOSAL | Yes |
|  | to the | attempts. Date of |  |  |
|  | appointment of | appointment plus 6 |  |  |
|  | a headteacher | months. |  |  |
|  |  | Add to personnel |  |  |
|  |  | file and retain until |  |  |
|  |  | end of appointment |  |  |
|  |  | + 6 years, except in |  |  |
|  |  | cases of |  |  |
|  |  | negligence or claims |  |  |
|  |  | of child abuse then |  |  |
|  |  | at least 15 years |  |  |
| 2.3.2 | All records leading up |  | Date of | SECURE DISPOSAL | Yes |
|  | to the appointment of a | appointment of |  |  |
|  | member of staff/gover- | successful candidate |  |  |
|  | nor – unsuccessful | + 6 months |  |  |
|  | candidates |  |  |  |
| 2.3.3 | Pre-employment vetting | DBS Update | Application forms, | SECURE DISPOSAL | Yes |
|  | information – DBS | Service | references and other |  |  |
|  | Checks – successful | Employ- | documents – for |  |  |
|  | candidates | er Guide | the duration of the |  |  |
|  |  | June 2014; | employee’s employ- |  |  |
|  |  | Keeping | ment + 6 years |  |  |
|  |  | Children |  |  |  |
|  |  | Safe in Edu- |  |  |  |
|  |  | cation.2018 |  |  |  |
|  |  | (Statutory |  |  |  |
|  |  | Guidance |  |  |  |
|  |  | from DoE) |  |  |  |
|  |  | Sections 73, |  |  |  |
|  |  | 74 |  |  |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| **Recruitment** | | | | | |
| 2.3.4 | Forms of proof of iden- |  | Where possible this | SECURE DISPOSAL | Yes |
|  | tity collected as part of | process should be |  |  |
|  | the process of checking | carried out using the |  |  |
|  | “portable” enhanced | on-line system. If it |  |  |
|  | DBS disclosure | is necessary to take |  |  |
|  |  | a copy of documen- |  |  |
|  |  | tation then it should |  |  |
|  |  | be retained on the |  |  |
|  |  | staff |  |  |
|  |  | personal file. |  |  |
| 2.3.5 | Pre-employment vetting | An Employ- | Where possible | SECURE DISPOSAL | Yes |
|  | information – Evidence | er’s Guide | these documents |  |  |
|  | proving the right to work | to Right | should be added to |  |  |
|  | in the United Kingdom – | to Work | the staff personnel |  |  |
|  | successful candidates | Checks | file [see below], but |  |  |
|  |  | [Home | if they are kept sepa- |  |  |
|  |  | Office, May | rately then the Home |  |  |
|  |  | 2015] | Office requires that |  |  |
|  |  |  | the documents are |  |  |
|  |  |  | kept for termination |  |  |
|  |  |  | of employment + |  |  |
|  |  |  | not less than 2 years |  |  |
| **Operational Staff Management** | | | | | |
| 2.3.6 | Staff personnel file | Limitation Act 1980  (Section 2) | Termination of Employment + 6 years, unless | SECURE DISPOSAL | Yes |
|  |  |  | the member of |  |  |
|  |  |  | staff is part of any |  |  |
|  |  |  | case which falls |  |  |
|  |  |  | under the terms |  |  |
|  |  |  | of reference of |  |  |
|  |  |  | IICSA. If this is |  |  |
|  |  |  | the case then the |  |  |
|  |  |  | file will need to |  |  |
|  |  |  | be retained until |  |  |
|  |  |  | IICSA enquiries |  |  |
|  |  |  | are complete |  |  |
| 2.3.7 | Annual appraisal/as- sessment records |  | Current year + 6 years | SECURE DISPOSAL | Yes |

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| **Operational Staff Management** | | | | | |
| 2.3.8 | Sickness absence mon- itoring |  | Sickness records are categorised as  sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records. | SECURE DISPOSAL | Yes |
|  |  | It could be argued that where sickness pay is not paid then current year + 3 years is  acceptable, whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the in- ternal auditors. Most seem to accept cur- rent year + 3 years as being acceptable as this gives them, ‘benefits’ and Inland Revenue have time to investigate if they need to |  |  |
| 2.3.9 | Staff training – where |  | Length of time | SECURE DISPOSAL | Yes |
|  | the training leads to | required by the pro- |  |  |
|  | continuing professional | fessional body |  |  |
|  | development |  |  |  |
| 2.3.10 | Staff training – except |  | This should be | SECURE DISPOSAL | Yes |
|  | where dealing with | retained on the per- |  |  |
|  | children, e.g. first aid or | sonnel file [see 2.3.1 |  |  |
|  | health and safety | above] |  |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| **Operational Staff Management** | | | | | |
| 2.3.11 | Staff training – where the training relates to children (e.g. safeguard- ing or other child related training) |  | Date of the training  + 40 years  [This retention period reflects that the IICSA may wish to see training records as part of an investigation] | SECURE DISPOSAL | Yes |
| **Disciplinary and Grievance Processes** | | | | | |
| Where schools are in any doubt as to which categories disciplinary records fall under, then HR or legal advice should be sought from the Local Authority. | | | | | |
| 2.3.12 | Records relating to any allegation of a child protection nature against a member of staff | “Keeping children safe in education Statutory guidance for schools and colleges September 2018”;  “Working together to safeguard children.  A guide to inter-agency working  to safe- guard and promote the welfare of children 2018” | Until the person’s normal retirement age or 10 years from the date of the  allegation (whichever is the longer) then REVIEW.  Note: allegations that are found to be malicious should be removed from per- sonnel files. If found they are to be kept on the file and a copy provided to the person concerned UNLESS the mem- ber of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need  to be retained until IICSA enquiries are complete | SECURE DISPOSAL  These records must be shredded | Yes |
| 2.3.13 | Disciplinary proceedings |  |  |  | Yes |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the administrative life of the record** | **Personal Information** |
| **Disciplinary and Grievance Processes** | | | | | |
| **Note:**  The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.  Any disciplinary proceedings data will be a record of an important event in the course of the employer’s relationship with the employee. Should the same employee be accused of similar misconduct five years down the line, and them defend him- or herself by saying “I would never do something like that”, reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had “fifteen years of unblemished service”, the record of the disciplinary proceedings would be effec- tive evidence to counter this claim.  Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be “removed from the file”. This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept. | | | | | |
|  | Oral warning |  | Date of warning  + 6 months | SECURE DISPOSAL  [If warnings are placed on personal files then they must be weeded from the file |  |
|  | Written warning  – level 1 |  | Date of warning  + 6 months |  |
|  | Written warning  – level 2 |  | Date of warning  + 12 months |  |
|  | Final warning |  | Date of warning  + 18 months |  |
|  | Case not found |  | If the incident is related to child protection then see above, otherwise dispose of at the conclusion of the case | SECURE DISPOSAL |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Payroll and Pensions** | | | | | |
| 2.3.14 | Absence record |  | Current year  + 3 years | SECURE DISPOSAL | Yes |
| 2.3.15 | Batches | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.16 | Bonus sheets | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year  + 3 years | SECURE DISPOSAL | Yes |
| 2.3.17 | Car allowance claims | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year  + 3 years | SECURE DISPOSAL | Yes |
| 2.3.18 | Car loans | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Completion of loan  + 6 years | SECURE DISPOSAL | Yes |
| 2.3.19 | Car mileage output | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.20 | Elements |  | Current year + 2 years | SECURE DISPOSAL | Yes |
| 2.3.21 | Income tax form P60 |  | Current year + 6 years | SECURE DISPOSAL | Yes |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Payroll and Pensions** | | | | | |
| 2.3.22 | Insurance | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.23 | Maternity payment |  | Current year + 3 years | SECURE DISPOSAL | Yes |
| 2.3.24 | Members allowance register | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.25 | National Insurance – schedule of payments | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.26 | Overtime | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 3 years | SECURE DISPOSAL | Yes |
| 2.3.27 | Part time fee claims | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.28 | Pay packet receipt by employee |  | Current year + 2 years | SECURE DISPOSAL | Yes |
| 2.3.29 | Payroll awards |  | Current year + 6 years | SECURE DISPOSAL | Yes |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Payroll and Pensions** | | | | | |
| 2.3.30 | Payroll – gross/net weekly or monthly | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year  + 6 years | SECURE DISPOSAL | Yes |
| 2.3.31 | Payroll reports | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year  + 6 years | SECURE DISPOSAL | Yes |
| 2.3.32 | Payslips – copies | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year  + 6 years | SECURE DISPOSAL | Yes |
| 2.3.33 | Pension payroll | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year  + 6 years | SECURE DISPOSAL | Yes |
| 2.3.34 | Personal bank details | If employment ceases then end of employment  + 6 years | Until superseded + 3 years | SECURE DISPOSAL | Yes |
| 2.3.35 | Sickness records |  | Current year + 3 years | SECURE DISPOSAL | Yes |
| 2.3.36 | Staff returns |  | Current year + 3 years | SECURE DISPOSAL | Yes |
| 2.3.37 | Superannuation adjustments | Taxes Management Act 1970  Income and Corporation Taxes 1988 | Current year + 6 years | SECURE DISPOSAL | Yes |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Payroll and Pensions** | | | | | |
|  | Superannuation reports | Taxes Management Act 1970  Income and Corporation Taxes1988 | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.38 | Tax forms P6/P11/ P11D/P35/P45/P46/ P48 | The minimum requirement  - as stated in Inland Revenue Booklet 490 - is for at least 3 years after the end of the tax year to which  they apply. Originals must be retained in paper/ electronic format. It is a corporate decision to retain for current year  + 6 years. Employees should retain records for 22 months after current tax year | Current year + 6 years | SECURE DISPOSAL | Yes |
| 2.3.39 | Time sheets/clock cards/flexitime |  | Current year + 3 years | SECURE DISPOSAL | Yes |

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| **2.4 Health and Safety** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 2.4.1 | Health and safety policy statements |  | Life of policy + 3 years | SECURE DISPOSAL |  |
| 2.4.2 | Health and safety risk assessments |  | Life of risk assess- ment + 3 years | SECURE DISPOSAL |  |
|  |  | provided that a |  |
|  |  | copy of the risk as- |  |
|  |  | sessment is stored |  |
|  |  | with the accident |  |
|  |  | report if an incident |  |
|  |  | has occurred |  |
| 2.4.3 | Accident reporting records relating to individuals who are over 18 years of age at the time of the incident | Social Security (Claims and Payments) Regula- tions 1979 Regulation  25. Social Security Ad- ministration Act 1992 Section 8. Limitation Act 1980 | The Accident Book  – BI 510 - 3 years after last entry in the book  This includes the new format to be used from 1/1/04 | SECURE DISPOSAL | Yes |
|  |  | Social Security (Claims and Payments) Regula- tions 1979.  SI 1979 No 628  Social Security (Claims and Payments) Regulations  SI 1987 No 1968  Revokes all but Part 1 of SI 1979 No 628  Social Security Adminis- tration Act 1992  Section 8. | This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry  Completed pages must be kept se- cure with restricted access. Data Pro- tection Act 2018 and GDPR |  |  |
|  |  | Social Security (Claims and Payments) Amendment (No 30  Regulations 1993 SI  1993 No 2113 |  |  |  |
|  |  | Allows the information to be kept electronically |  |  |  |

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| **2.4 Health and Safety** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 2.4.4 | Accident reporting records relating to individuals who are under 18 years of age at the time of the incident | Social Security (Claims and Payments) Regula- tions 1979 Regulation  25. Social Security Administration Act 1992 Section 8. Limitation  Act 1980 | The Accident Book  – BI 510 - 3 years after last entry in the book  This includes the new format to be used from 1/1/04 | SECURE DISPOSAL | Yes |
|  |  | Social Security (Claims and Payments) Regulations 1979.  SI 1979 No 628  Social Security (Claims and Payments) Regulations  SI 1987 No 1968  Revokes all but Part 1 of SI 1979 No 628  Social Security Administration Act 1992  Section 8. | This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry  Completed pages must be kept secure with restricted access. Data Protection Act 2018 and GDPR |  |  |
|  |  | Social Security (Claims and Payments) Amendment (No  30 Regulations 1993  SI 1993 No 2113 |  |  |  |
|  |  | Allows the information to be kept electronically |  |  |  |
| 2.4.5 | Records relating | Reporting of Injuries, | Date of incident + | SECURE DISPOSAL | Yes |
|  | to any reportable | Diseases and Dangerous | 3 years provided |  |  |
|  | death, injury, disease | Occurrences Regulations | that all records |  |  |
|  | or dangerous | 2013 SI 2013 No 1471 | relating to the in- |  |  |
|  | occurrence | Regulation 12(2) | cident are held on |  |  |
|  | (RIDDOR). For more |  | personnel file [see |  |  |
|  | information see |  | 2.4.2 above] |  |  |
|  | [http://www.hse.gov.](http://www.hse.gov/) |  |  |  |  |
|  | uk/RIDDOR/ |  |  |  |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 2.4.6 | Control of Substanc- es Hazardous to Health (COSHH) | Control of Substances Hazardous to Health Regulations 2002. SI  2002 No 2677 Regula- tion 11; Records kept un- der the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made.  Regulation 18 (2) | Date of incident + 40 years | SECURE DISPOSAL |  |
| 2.4.7 | Process of monitor- ing of areas where employees and persons are likely to have come into con- tact with asbestos | Control of Asbestos at Work Regulations 2012  SI 1012 No 632 Regula-  tion 19 | Last action + 40 years | SECURE DISPOSAL |  |
| 2.4.8 | Process of monitor- ing of areas where employees and persons are likely to have come into con- tact with radiation.  Maintenance records or controls, safety features and PPE  Dose assessment and recording | The Ionising Radiation Regulations 2017.  SI 2017 No 1075  Regulation 11  As amended by SI 2018 No 390  Personal Protective Equipment (Enforcement) Regulations 2018 | 2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the exami- nation.  To keep the records made and maintained (or  a copy of these records) until the person to whom the record relates has or would have attained the age of 75 years, but  in any event for at least 30 years from when the record was made | SECURE DISPOSAL |  |
| 2.4.9 | Fire Precautions log books |  | Current year + 3 years | SECURE DISPOSAL |  |

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| **2.4 Health and Safety** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 2.4.10 | Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works, etc.), to be passed on in the case of change of ownership |  | Pass to new owner on sale or transfer of building |  |  |
| **2.5 Financial Management** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Risk Management and Insurance** | | | | | |
| 2.5.1 | Employer’s Liability Insurance Certificate |  | Closure of the school + 40 years [May be kept electronically] | SECURE DISPOSAL  To be passed to the Local Authority if the school closes |  |
| **Asset Management** | | | | | |
| 2.5.2 | Inventories of furni- ture and equipment |  | Current year  + 6 years | SECURE DISPOSAL |  |
| 2.5.3 | Burglary, theft and vandalism report forms |  | Current year  + 6 years | SECURE DISPOSAL |  |
| **Accounts and Statements (including budget management)** | | | | | |
| 2.5.4 | Annual accounts |  | Current year  + 6 years | STANDARD DIS- POSAL |  |
| 2.5.5 | Loans and grants managed by the school |  | Date of last payment on the loan + 12 years then review | SECURE DISPOSAL |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Accounts and Statements (including budget management)** | | | | | |
| 2.5.6 | All records relating to the creation and management of budgets, including the annual budget statement and back- ground papers |  | Life of the budget  + 3 years | SECURE DISPOSAL |  |
| 2.5.7 | Invoices, receipts, order books and requisitions, delivery notices |  | Current financial year + 6 years | SECURE DISPOSAL |  |
| 2.5.8 | Records relating to the collection and banking of monies |  | Current financial year + 6 years | SECURE DISPOSAL |  |
| 2.5.9 | Records relating to the identification and collection of debt |  | Final payment of debt + 6 years | SECURE DISPOSAL |  |
| **Pupil Finance** | | | | | |
| 2.5.10 | Student Grant applications |  | Current year  + 3 years | SECURE DISPOSAL | Yes |
| 2.5.11 | Pupil Premium Fund records |  | Date pupil leaves the provision  + 6 years | SECURE DISPOSAL | Yes |
| **Contract Management** | | | | | |
| 2.5.12 | All records relating to the management of contracts under seal | Limitation Act 1980 | Last payment on the contract  + 12 years | SECURE DISPOSAL |  |
| 2.5.13 | All records relating to the management of contracts under signature | Limitation Act 1980 | Last payment on the contract  + 6 years | SECURE DISPOSAL |  |
| 2.5.14 | Records relating to the monitoring of contracts |  | Life of contract + 6 or 12 years | SECURE DISPOSAL |  |

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| **2.5 Financial Management** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **School Fund** | | | | | |
| 2.5.15 | School Fund - Cheque books |  | Current year  + 6 years | SECURE DISPOSAL |  |
| 2.5.16 | School Fund - Paying in books |  | Current year  + 6 years | SECURE DISPOSAL |  |
| 2.5.17 | School Fund – Ledger |  | Current year  + 6 years | SECURE DISPOSAL |  |
| 2.5.18 | School Fund – Invoices |  | Current year  + 6 years | SECURE DISPOSAL |  |
| 2.5.19 | School Fund – Receipts |  | Current year  + 6 years | SECURE DISPOSAL |  |
| 2.5.20 | School Fund - Bank statements |  | Current year  + 6 years | SECURE DISPOSAL |  |
| 2.5.21 | School Fund – Journey Books |  | Current year  + 6 years | SECURE DISPOSAL |  |
| **School Meals Management** | | | | | |
| 2.5.22 | Free school meals registers (where the register is used as a basis for funding) |  | Current year  + 6 years | SECURE DISPOSAL | Yes |
| 2.5.23 | School meals registers |  | Current year  + 3 years | SECURE DISPOSAL | Yes |
| 2.5.24 | School meals summary sheets |  | Current year  + 3 years | SECURE DISPOSAL | Yes |

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| **2.6 Property Management** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Property Management** | | | | | |
| 2.6.1 | Title deeds of properties belonging to the school |  | These should follow the property unless the property has been registered with  the Land Registry |  |  |
| 2.6.2 | Plans of property belonging to the school |  | These should be retained whilst the building belongs to the school and should be passed on to any new  owners if the build- ing is leased or sold. See 2.4.10 |  |  |
| 2.6.3 | Leases of property leased by or to the school |  | Expiry of lease  + 6 years | SECURE DISPOSAL |  |
| 2.6.4 | Records relating to the letting of school premises |  | Current financial year + 6 years | SECURE DISPOSAL |  |
| **Maintenance** | | | | | |
| 2.6.5 | All records relating to the maintenance of the school carried out by contractors |  | These should be retained whilst the building belongs to the school and should be passed on to any new  owners if the build- ing is leased or sold. See 2.4.10 | SECURE DISPOSAL |  |
| 2.6.6 | All records relating to the maintenance of the school carried out by school em- ployees, including maintenance log books |  | These should be retained whilst the building belongs to the school and should be passed on to any new  owners if the build- ing is leased or sold. See 2.4.10 | SECURE DISPOSAL |  |

## Pupil Management

This section contains retention periods connected to the processes involved in managing a pupil’s journey through school, including the admissions process.

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| **3.1 Admissions Process** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 3.1.1 | All records relating to the creation and implementation of the School Admissions Policy | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Life of the policy + 3 years then review | SECURE DISPOSAL |  |
| 3.1.2 | Admissions – if the admission is successful | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Date of admission  + 1 year | SECURE DISPOSAL | Yes |
| 3.1.3 | Admissions – if the appeal is unsuccessful | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Resolution of case  + 1 year | SECURE DISPOSAL | Yes |
| 3.1.4 | Register of Admissions | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made | REVIEW  Schools may wish to consider keeping the admission register permanent- ly as an archive record as often schools receive enquiries from past pupils to confirm the dates they at- tended the school or to transfer these records to the appropriate County Archives Service |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 3.1.5 | Admissions – Secondary Schools – Casual |  | Current year  + 1 year | SECURE DISPOSAL | Yes |
| 3.1.6 | Proofs of address supplied by parents as part of the admissions process | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Current year  + 1 year | SECURE DISPOSAL | Yes |
| 3.1.7 | Supplementary information form including additional information such as religion, medical conditions etc. |  |  |  | Yes |
| 3.1.7.1 | For successful admissions |  | This information should be added to the pupil file | SECURE DISPOSAL |  |
| 3.1.7.2 | For unsuccessful admissions |  | Until appeals process completed (GDPR) | SECURE DISPOSAL |  |

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| **3.2 Pupil’s Educational Record** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Please note** that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice of their own local authority or take independent legal advice. | | | | | |
| 3.2.1 | Pupil’s Educational Record required by The Education (Pupil Information) (England) Regulations 2005 | The Education (Pupil Information) (England) Regulations  2005 SI 2005 No. 1437  As amended by SI 2018 No 688 |  |  | Yes |
| 3.2.1.1 | Primary |  | Retain whilst the child remains at the primary school | The file should follow the pupil when he/she leaves the primary school. This will include:   * To another primary school * To a   secondary school   * To a pupil referral unit |  |
| 3.2.1.2 | Secondary | Limitation Act 1980 (Section 2) | Date of birth of the pupil + 25 years | REVIEW |  |
| 3.2.2 | Examination Results  – pupil copies |  |  |  | Yes |
| 3.2.2.1 | Public |  | This information should be added to the pupil file | All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed |  |
| 3.2.2.2 | Internal |  | This information should be added to the pupil file |  |  |

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|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 3.2.3 | Child protection information held on pupil file | “Keeping children safe in education Statutory guidance for schools and colleges 2018”; “Working together to safeguard children. A guide to  inter-agency working to safeguard and promote the welfare of children 2018” | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file. Note: These records will be subject to any  instruction given by IICSA | SECURE DISPOSAL  These records must be shredded | Yes |
| 3.2.4 | Child protection information held in separate files | “Keeping children safe in education Statutory guidance for schools and colleges 2018”; “Working together to safeguard children. A guide to  inter-agency working to safeguard and promote the welfare of children 2018” | DOB of the child  + 25 years then review  This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the princi-  pal copy of this information will be found on the Local Authority Social Services record Note: These records will be sub- ject to any instruc- tion given  by IICSA | SECURE DISPOSAL  These records must be shredded | Yes |

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| **3.3 Attendance** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| Please note that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice of their own local authority or take independent legal advice. | | | | | |
| 3.3.1 | Attendance Registers | School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014 | Every entry in the attendance register must be preserved for a period of 3 years after the date  on which the entry was made. | SECURE DISPOSAL | Yes |
| 3.3.2 | Correspondence relating to any absence (authorised or unauthorised) | Education Act 1996  Section 7 | Current academic year + 2 years | SECURE DISPOSAL | Potential |
| **3.3 Attendance** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| Please note that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice of their own local authority or take independent legal advice. | | | | | |
| 3.4.1 | Special Educational Needs files, reviews and Education, Health and Care Plan, including ad- vice and information provided to parents regarding educa- tional needs and accessibility strategy | Children and Family’s Act 2014; Special Educational Needs and Disability Act 2001  Section 14 | Date of birth of the pupil + 31 years [Education, Health and Care Plan  is valid until the individual reaches the age of 25 years  – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act] | SECURE DISPOSAL | Yes |

## Curriculum and Extra Curricular Activities

This section contains retention periods connected to the processes involved in managing the curriculum and extra-curricular activities.

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| **4.1 Statistics and Management Information** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 4.1.1 | Curriculum returns |  | Current year + 3 years | SECURE DISPOSAL | No |
| 4.1.2 | Examination Results (school’s copy) |  | Current year + 6 years | SECURE DISPOSAL | Yes |
| 4.1.2.1 | SATS records |  |  |  | Yes |
| 4.1.2.2 | Results |  | The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years.  The school may wish to keep a composite record of all of the whole year’s SATs results. These could be kept for current year + 6 years to allow suitable comparison | SECURE DISPOSAL |  |
| 4.1.2.3 | Examination Papers |  | The examination papers should be kept until any  appeals/validation process is complete | SECURE DISPOSAL |  |
| 4.1.3 | Published Admission Number (PAN) Reports |  | Current year  + 6 years | SECURE DISPOSAL | Yes |

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| **4.1 Statistics and Management Information** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 4.1.4 | Value Added and Contextual Data |  | Current year  + 6 years | SECURE DISPOSAL | Yes |
| 4.1.5 | Self-Evaluation Forms |  |  | SECURE DISPOSAL | Yes |
| 4.1.5.1 | Internal moderation |  | Academic year plus 1 academic year | SECURE DISPOSAL | Yes |
| 4.1.5.2 | External moderation |  | Until superseded | SECURE DISPOSAL | Yes |
| **4.2 Implementation of Curriculum** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 4.2.1 | Schemes of work |  | Current year + 1 year | It may be appropri- ate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL |  |
| 4.2.2 | Timetable |  | Current year + 1 year |  |
| 4.2.3 | Class record books |  | Current year  + 1 year |  |
| 4.2.4 | Mark books |  | Current year  + 1 year |  |
| 4.2.5 | Record of home- work set |  | Current year  + 1 year |  |
| 4.2.6 | Pupil’s work |  | Where possible, the pupil’s work should be returned to the pupil at the end of the academic year. If this is not the school’s policy then current year  + 1 year | SECURE DISPOSAL |  |

## For information relating to records concerning the running of educational visits outside the classroom

please see the guidance provided by https://oeapng.info/

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| **4.3 School Trips** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 4.3.1 | Parental consent forms for school trips where there has been no major incident |  | Although the consent forms could be retained for Date of birth  + 22 years, the school may wish to complete a risk as- sessment to assess whether the forms are likely to be required and could make a decision  to dispose of the consent forms at the end of the trip (or at the end of the academic year). This is a pragmatic approach and if in doubt the achool should seek legal advice | SECURE DISPOSAL | Yes |
| 4.3.2 | Parental permission slips for school trips – where there has been a major incident | Limitation Act 1980  (Section 2) | Date of birth of the pupil involved in the incident + 25 years  The permission slips for all the pupils on the trip need to be re- tained to show that the rules had been followed for all pupils | SECURE DISPOSAL | Yes |

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| **4.4 School Support Organisations** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| **Family Liaison Officers and Home School Liaison Assistants** | | | | | |
| 4.4.1 | Day books |  | Current year + 2 years then review | SECURE DISPOSAL | Yes |
| 4.4.2 | Reports for outside agencies - where the report has been  included on the case file created by the outside agency |  | Whilst child is attending school and then destroy | SECURE DISPOSAL | Yes |
| 4.4.3 | Referral forms |  | While the referral is current | SECURE DISPOSAL | Yes |
| 4.4.4 | Contact data sheets |  | Current year then review, if contact is no longer active then destroy | SECURE DISPOSAL | Yes |
| 4.4.5 | Contact database entries |  | Current year then review, if contact is no longer active then destroy | SECURE DISPOSAL | Yes |
| 4.4.6 | Group registers |  | Current year + 2 years | SECURE DISPOSAL | Yes |
| **Parent Teacher Associations and Old Pupils Associations** | | | | | |
| 4.4.7 | Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations |  | Current year + 6 years then review | SECURE DISPOSAL |  |

## Central Government and Local Authority

This section covers records created in the course of interaction between the school and local authority

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| **5.1 Local Authority** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 5.1.1 | Secondary Transfer Sheets (primary) |  | Current year + 2 years | SECURE DISPOSAL | Yes |
| 5.1.2 | Attendance returns |  | Current year + 1 year | SECURE DISPOSAL | Yes |
| 5.1.3 | School census returns |  | Current year + 5 years | SECURE DISPOSAL |  |
| 5.1.4 | Circulars and other information sent from the local authority |  | Operational use | SECURE DISPOSAL |  |
| **5.2 Central Government** | | | | | |
|  | **Basic file description** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of the**  **administrative life of the record** | **Personal Information** |
| 5.2.1 | OFSTED reports and papers where a  physical copy is held |  | Life of the report then review | SECURE DISPOSAL |  |
| 5.2.2 | Returns made to central government |  | Current year + 6 years | SECURE DISPOSAL |  |
| 5.2.3 | Circulars and other information sent from central govern- ment |  | Operational use | SECURE DISPOSAL |  |