

**Records Management Policy**

**Approved by Directors: January 2021**

**Review Date: September 2022**

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 institution. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

• Scope

• Responsibilities

• Relationships with existing policies

**1. Scope of the policy**

1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

1.2 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 electronically.

1.3 A small percentage of the school’s records will be selected for permanent preservation as part of the institution’s archives and for historical research. This should be done in liaison with the County Archives Service.

**2. Responsibilities**

2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

2.2 The person responsible for records management in the school will give guidance for 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.

2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school’s records management guidelines.

**3. Relationship with existing policies**

This policy has been drawn up within the context of:

• Freedom of Information policy

• Data Protection policy

• and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

**Pupil Records**

Managing Pupil Records

The pupil record should be seen as the core record charting an individual pupil’s progress through the Education System. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file (although it may spread across more than one file cover).

1. **Recording information**

Pupils have a right of access to their educational record and so do their parents under the Education (Pupil Information) (England) Regulations 2005. Under the Data Protection Act 1998 a pupil or their nominated representative has a right to see information held about them. This right exists until the point that the file is destroyed. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner

1. **Primary School records**

2a. Opening a file These guidelines apply to information created and stored in both physical and electronic format. The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. If pre-printed file covers are not being used then the following information should appear on the front of the paper file:

• Surname

• Forename

• DOB

• Unique Pupil Number

The file cover should also contain a note of the date when the file was opened and the date when the file is closed if it is felt to be appropriate. Inside the front cover the following information should be easily accessible:

• The name of the pupil’s doctor

• Emergency contact details

• Gender

• Preferred name

• Position in family

• Ethnic origin3

• Language of home (if other than English)

• Religion

• Any allergies or other medical conditions that it is important to be aware of

• Names of adults who hold parental responsibility with home address and telephone number (and any additional relevant carers and their relationship to the child)

• Name of the school, admission number and the date of admission and the date of leaving.

• Any other agency involvement e.g. speech and language therapist, paediatrician It is essential that these files, which contain personal information, are managed against the information security guidelines also contained in the toolkit.

2b. Items which should be included on the pupil record

• If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file

• Admission form (application form)

• Privacy Notice [if these are issued annually only the most recent need be on the file]

• Photography Consents

• Years Record

• Annual Written Report to Parents

• National Curriculum and Religious Education Locally Agreed Syllabus Record Sheets

• Any information relating to a major incident involving the child (either an accident or other incident)

• Any reports written about the child

• Any information about a statement and support offered in relation to the statement

• Any relevant medical information (should be stored in the file in a sealed envelope clearly marked as such)

• Child protection reports/disclosures (should be stored in the file in a sealed envelope clearly marked as such)

• Any information relating to exclusions (fixed or permanent)

• Any correspondence with parents or outside agencies relating to major issues

• Details of any complaints made by the parents or the pupil

The following records should be stored separately to the pupil record as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files before they are transferred on to another school.

• Absence notes

• Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]

• Correspondence with parents about minor issues

• Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

2c. Transferring the pupil record to the secondary school

The pupil record should not be weeded before transfer to the secondary school unless any records with a short retention period have been placed in the file. It is important to remember that the information which may seem unnecessary to the person weeding the file may be a vital piece of information required at a later stage.

Primary schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

Files should not be sent by post unless absolutely necessary. If files are sent by post, they should be sent by registered post with an accompanying list of the files. The secondary school should sign a copy of the list to say that they have received the files and return that to the primary school. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes.

Electronic documents that relate to the pupil file also need to be transferred, or, if duplicated in a master paper file, destroyed.

1. **Secondary School records**

Items which should be included on the pupil record

* If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file
* Admission form (application form)
* Privacy Notice [if these are issued annually only the most recent need be on the file]
* Photography Consents
* Years Record
* Annual Written Report to Parents
* National Curriculum and Religious Education Locally Agreed Syllabus Record Sheets
* Any information relating to a major incident involving the child (either an accident or other incident)
* Any reports written about the child
* Any information about a statement and support offered in relation to the statement
* Any relevant medical information (should be stored in the file in a sealed envelope clearly marked as such)
* Child protection reports/disclosures (should be stored in the file in a sealed envelope clearly marked as such)
* Any information relating to exclusions (fixed or permanent)
* Any correspondence with parents or outside agencies relating to major issues
* Details of any complaints made by the parents or the pupil

The following records should be stored separately to the pupil record as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files once the pupil leaves the school.

* Absence notes
* Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
* Correspondence with parents about minor issues
* Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

1. **Responsibility for the pupil record once the pupil leaves the school**

The school which the pupil attended until statutory school leaving age 7 is responsible for retaining the pupil record until the pupil reaches the age of 25 years. [See the retention schedule for further information].

1. **Safe destruction of the pupil record**

The pupil record should be disposed of in accordance with the safe disposal of records guidelines.

**6. Transfer of a pupil record outside the EU area**

If you are requested to transfer a pupil file outside the EU area because a pupil has moved into that area, please contact the Local Authority for further advice.

**7. Storage of pupil records**

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security. Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

**Safe disposal of records which have reached the end of their administrative life**

1. **Safe destruction of records**

All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

* Paper records should be shredded using a cross-cutting shredder
* CDs / DVDs / Floppy Disks should be cut into pieces
* Audio / Video Tapes and Fax Rolls should be dismantled and shredded
* Hard Disks should be dismantled and sanded Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in with the regular waste or a skip unless there is no other alternative.

Freedom of Information Act 2000 (FoIA 2000) The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction10. Members of staff should record at least:

* File reference (or other unique identifier);
* File title (or brief description);
* Number of files and date range
* The name of the authorising officer
* Date action taken

A certified confidential waste disposal service has been contracted by the SJBCA.

Retention Guidelines

1 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 Personal**  **the administrative Information life of the record** | |
| 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 Personal**  **the administrative Information life of the record** | |
| 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 | |

2 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 Retention Period**  **Provisions [Operational]** | | **Action at end of the Personal administrative life Information of the record** | |
| 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 Statutory description Provisions** | | **Retention Period**  **[Operational]** | **Action at end of the Personal administrative life Information of the record** | |
| 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 Statutory description Provisions** | | **Retention Period**  **[Operational]** | **Action at end of the Personal administrative life Information of the record** | |
| 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 Retention Period**  **Provisions [Operational]** | | **Action at end of the Personal administrative life Information of the record** | |
| **Recruitment** | | | | | |
| 2.3.1 | All records leading up to the  appointment of a headteacher |  | Unsuccessful attempts. Date of appointment plus 6 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 | SECURE DISPOSAL | Yes |
| 2.3.2 | All records leading up  to the appointment of a  member of staff/gover-  nor – unsuccessful  candidates |  | Date of appointment of successful candidate  + 6 months | SECURE DISPOSAL | Yes |
| 2.3.3 | Pre-employment vetting information – DBS Checks – successful candidates | DBS Update Service Employ-  er Guide June 2014; Keeping Children  Safe in Edu- cation.2018 (Statutory Guidance from DoE) Sections 73,  74 | Application forms, references and other documents – for  the duration of the employee’s employ- ment + 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** |
| **Recruitment** | | | | | |
| 2.3.4 | Forms of proof of iden- tity collected as part of the process of checking “portable” enhanced DBS disclosure |  | Where possible this process should be carried out using the on-line system. If it  is necessary to take  a copy of documen-  tation then it should  be retained on the  staff  personal file. | SECURE DISPOSAL | Yes |
| 2.3.5 | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates | An Employ- er’s Guide  to Right to Work Checks [Home Office, May  2015] | Where possible these documents should be added to the staff personnel file [see below], but  if they are kept sepa- rately then the Home Office requires that the documents are kept for termination  of employment +  not less than 2 years | SECURE DISPOSAL | Yes |
| **Operational Staff Management** | | | | | |
| 2.3.6 | Staff personnel file | Limitation Act 1980 (Section 2) | Termination of  Employment +  6 years, unless  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 | SECURE DISPOSAL | Yes |
| 2.3.7 | Annual appraisal/as- sessment records |  | 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** |
| **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.  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 | SECURE DISPOSAL | Yes |
| 2.3.9 | Staff training – where the training leads to continuing professional development |  | Length of time required by the pro- fessional body | SECURE DISPOSAL | Yes |
| 2.3.10 | Staff training – except where dealing with children, e.g. first aid or health and safety | This should be retained on the per- sonnel file [see 2.3.1 above] | | 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** |
| **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 Retention Period**  **Provisions [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 provided that a copy of the risk as- sessment is stored with the accident  report if an incident has occurred | SECURE DISPOSAL |  |
| 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  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.  Social Security (Claims and Payments) Amendment (No 30  Regulations 1993 SI  1993 No 2113  Allows the information to be kept electronically | 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  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 | SECURE DISPOSAL | Yes |

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| **2.4 Health and Safety** | | | | | |
|  | **Basic file description** | **Statutory Retention Period**  **Provisions [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  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.  Social Security (Claims and Payments) Amendment (No  30 Regulations 1993  SI 1993 No 2113  Allows the information to be kept electronically | 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  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 | SECURE DISPOSAL | Yes |
| 2.4.5 | Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For more information see [http://www.hse.gov.](http://www.hse.gov/) uk/RIDDOR/ | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations  2013 SI 2013 No 1471  Regulation 12(2) | Date of incident +  3 years provided  that all records  relating to the in-  cident are held on  personnel file [see  2.4.2 above] | SECURE DISPOSAL | Yes |

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|  | **Basic file description** | **Statutory Retention Period**  **Provisions [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 |  |

3 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 |

**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.

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| 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

4 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 |  |

5 Central Government and Local Authority

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |