

Function	Service	Records Description	Start Event	Retention Rules	Legal or Busine	Legislation Name	Legislation URL	Persona	Impact	Le Notes
Early years and childcare										
Early years and childcare	Childcare out of school hours	All records relating to the provision of child care out of school hours All records relating to the provision of information about registered childminders and daycare facilities in the area for parents and carers of one-school age children.	Date of birth of pupil Year records created	25 years 1 year	LEGAL BUSINESS	Limitation Act 1980 (Section 2) Education Act 2002 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2 http://www.education.gov.uk/about/foi/statutory/g00213254/sc h001admissions-code 2012h001admissions%20code%202012	YES NO	L2 L0	It is expected that this will be a dynamic list which is constantly updating. If not Year records created + 1 year
Early years and childcare	Childminding		Year records created	1 year	BUSINESS		http://www.education.gov.uk/about/foi/statutory/g00213254/sc h001admissions-code 2012h001admissions%20code%202012	NO	L0	
Early years and childcare	Nursery school places	All records relating to the allocation of nursery places	Year records created	1 year	LEGAL	School Admissions Code 2012	http://www.education.gov.uk/about/foi/statutory/g00213254/sc h001admissions-code 2012h001admissions%20code%202012	NO	L0	
Early years and childcare	School holiday schemes	All records relating to the management of school holiday schemes	Date of the play scheme	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	6 years is a minimum recommendation. In some cases it will be appropriate to hold the records for DOB of the participants plus 25 years
Educational support										
Educational support	Behaviour development	All records relating to the provision of educational psychology services	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	Under normal circumstances this information should be included on the main pupil file but if not date of birth + 25 years
Educational support	Book exhibitions	All records relating to the provision of book exhibitions to schools	Year records created	1 year 1 year 1 year anticipated that this will consist of course material which is being constantly updated	BUSINESS BUSINESS BUSINESS			NO NO NO	L0 L0 L0	
Educational support	Citizenship education	All records relating to the provision of citizenship education	Date of course	7 years	BUSINESS			NO	L0	
Educational support	Education consultations	All records relating to education consultations	Date of consultation	7 years	BUSINESS			NO	L0	
Educational support	Education in hospital	All records relating to the provision of educational support to children who are in hospital	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	Under normal circumstances any information like this would be included on the general pupil file if not then these would need to be kept for date of birth of the pupil + 25 years
Educational support	Extended schools	All records relating to the provision of extended schools activities	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	6 years is a minimum recommendation
Educational support	Home schooling	All records relating to the management of pupils schooled at home	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Educational support	Instrumental tuition	All records relating to the provision of instrumental tuition in schools	End of contract	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	
Educational support	Language and cultural support in school	All records relating to language and cultural support in schools	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	Under normal circumstances any information like this would be included on the general pupil file if not then these would need to be kept for date of birth of the pupil + 25 years
Educational support	Learning mentors	All records relating to the management of learning mentors	Last contact with mentor	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Educational support	Mentoring schemes	All records relating to the administration of learning mentor schemes	Last contact with mentor	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Educational support	Musical instrument hire	All records relating to the administration of musical instrument hire schemes	Date hire ceases	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	NO	L0	
Educational support	Musical instruments purchase scheme	All records relating to the administration of the musical instruments purchase scheme	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	NO	L0	
Educational support	Psychological, psychiatric or social work services in schools	All records relating to psychological, psychiatric or social work services (not including child protection) in schools	Date of birth of child	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L3	Under normal circumstances this information should be retained on the child's personal file otherwise the records need to be retained for a minimum of date of birth + 25 years
Educational support	School book purchase schemes	All records relating to the administration of school book purchase schemes	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	NO	L0	
Educational support	School breakfast clubs	All records relating to the provision of school breakfast clubs (inclusive all records relating to food hygiene)	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	NO	L0	
Educational support	School health promotion	All records relating to school health promotion	Date campaign ends	3 years	BUSINESS			NO	L0	
Educational support	School library loans	All records relating to the provision of school library loans	Date loan ends	3 years	BUSINESS			NO	L0	
Educational support	School library service - advice and training	All records relating to the administration of the school library service	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	
Educational support	School library visits	All records relating to the provision of school library visits	Year records created	3 years	BUSINESS			NO	L0	
Educational support	School nursing	All records relating to the provision of the school nursing service	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L3	
Educational support	School transport	All records relating to the administration of school transport - where transport is not provided	Date approval ceases / completed	6 years 1 year	BUSINESS LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Educational support	School transport	All records relating to the administration of school transport - where transport is provided	Date transport ceases	6 years 6 years Primary School applications kept until child leaves primary school; Secondary School applications kept until child completes year 11 then reviewed depending on whether the child continues in education	BUSINESS LEGAL BUSINESS			YES	L2	
Educational support	School transport	Applications for provision of school transport - Primary and Secondary Schools - electronic applications	Year records created	6 years 6 years Primary School applications kept until child leaves primary school; Secondary School applications kept until child completes year 11 then reviewed depending on whether the child continues in education	BUSINESS LEGAL BUSINESS			YES	L2	
Educational support	School transport	Applications for provision of school transport - Primary and Secondary Schools - electronic applications	Year records created	6 years 6 years Primary School applications kept until child leaves primary school; Secondary School applications kept until child completes year 11 then reviewed depending on whether the child continues in education	BUSINESS LEGAL BUSINESS			YES	L2	
Educational support	School transport	Home to School Transport Appeals	Date of birth of child	25 years	BUSINESS			YES	L2	
Educational support	School transport	Letters relating to applications for Home to School Transport	Date of birth of child	19 years	BUSINESS			YES	L2	
Educational support	Support for gifted children	All records relating to the provision of support for gifted children	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	Under normal circumstances these records would be included on the individual pupil file if not then date of birth + 25 years
Educational support	Support when leaving education	All records relating to the provision of support for young people when leaving education	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Educational support	Teenage pregnancy	All records relating to the provision of information and advice provided to support teenage parents	Date of information	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	
Educational support	Tel libraries	All records relating to the provision of tel libraries	Date of loan	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	
Educational support	Transition between schools	All records relating to the provision of support to pupils when moving between schools	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	Under normal circumstances this information should be included on the main pupil file but if not date of birth + 25 years
Educational support	Traveller children support	All records relating to the provision of teaching support for traveller children	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Home education										
Higher education	16 to 19 bursary fund	All records relating to the administration of the 16-19 bursary fund	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	L2	
Higher education	Education transport for 16-19 year olds	All records relating to the provision of transport for 16-19 year olds	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	L2	
Higher education	Applications for provision of school transport - Years 12 and 13 - electronic applications		Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	L2	
Higher education	Education transport for 16-19 year olds	Applications for provision of school transport - Years 12 and 13 - electronic applications	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	L2	
Higher education	Home to College Transport applications - accepted		Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	L2	
Higher education	Home to College Transport applications - refused for students under 16 and over 19		Year records created	6 years	BUSINESS			YES	L2	
Higher education	Education transport for 16-19 year olds	Home to College Transport applications - student withdrawals	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Higher education	Education transport for 16-19 year olds	Home to College Transport applications - accepted	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	L2	
Higher education	Education transport for 16-19 year olds	Home to College Transport applications - refusals for students under 16 and over 19	Year records created	1 year	BUSINESS			YES	L2	
Higher education	Education transport for 16-19 year olds	Home to College Transport applications - student withdrawals	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Schools										
Schools	Exclusion of school pupils	All records relating to the exclusion of school pupils (fixed term and permanent)	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	Under normal circumstances any information like this would be included on the general pupil file if not then these would need to be kept for date of birth of the pupil + 25 years
Schools	Head lice	All records relating to the provision of advice to schools, parents and children on prevention and dealing with head lice	Year records created	1 year	BUSINESS			NO	L0	It is expected that this will be a dynamic list which is constantly updating. If not Year records created + 1 year
Schools	Home school agreement	All records relating to the creation and management of Home School Agreements	Creation of agreement	Pupil leaves the school	BUSINESS			YES	L0	
Schools	Local curriculum	All records relating to the development, implementation and management of local curricula in Wales	Date curricula replaced	6 years	BUSINESS			NO	L0	
Schools	Local schools	All records relating to the provision of information and school contact details	Year records created	1 year	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	This is likely to be a dynamic database which is constantly updating. If not then current academic year + 1 year
Schools	Permitted absence from school	All records relating to permitted absence from school	Date of absence	2 years	BUSINESS			YES	L2	See The Education Act 1996 (Section 444A); Education and Inspections Act 2006 (Section 10)
Schools	Primary school places	All records relating to the allocation of primary school places	Year records created	1 year	LEGAL	School Admissions Code 2012	http://www.education.gov.uk/about/foi/statutory/g00213254/sc h001admissions-code 2012h001admissions%20code%202012	NO	L0	
Schools	School admission appeals	All records relating to the administration of school appeals	End of the appeal process	2 years	LEGAL	School Admissions Appeals Code 2012	http://www.education.gov.uk/about/foi/statutory/g00213244/sc h001admission-appeals-code-2012	YES	L2	2 years is a minimum recommendation
Schools	School assessment and performance	All records relating to the development and implementation of school performance and assessment reports	Year records created	5 years	BUSINESS			NO	L0	
Schools	School bullying and harassment policy	All records relating to the creation and implementation of the school bullying and harassment policy	Date policy superseded	3 years	BUSINESS			NO	L0	
Schools	School catering	All records relating to the provision of school catering services	End of the contract	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	NO	L0	
Schools	School closures	All records relating to the provision of information relating to school closures	Date information published	This will be a dynamic document, constantly updated	BUSINESS			NO	L0	
Schools	School clubs and activities	All records relating to the provision of school clubs and activities	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Schools	School complaints procedure	All records relating to the management of complaints in schools	Date of resolution of complaint	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	After 6 years review for further retention in the case of contentious disputes
Schools	School curriculum	All records relating to the development of school curricula	Date curriculum superseded	6 years	BUSINESS			NO	L0	
Schools	School governors	All records relating to the appointment and management of School Governors	Termination of service as a school governor	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Schools	School health and safety	All records relating to the maintenance of health and safety in schools	Year records created	3 years 4 months	LEGAL	Limitation Act 1980 (Section 11)	http://www.legislation.gov.uk/ukcoa/1980/59/section/11	NO	L0	3 years 4 months is a minimum recommendation
Schools	School pupil records	All records relating to school pupils	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	
Schools	School term and holiday dates	All records relating to the creation and publication of school term and holiday dates	Year records created	1 year	BUSINESS			YES	L2	
Schools	School visits	All records relating to the administration of outdoor activity centres by local authorities	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	
Schools	School visits	All records relating to the administration of school visits, including permission from the local authority, risk assessments, itineraries etc	Date of the trip	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	NO	L0	6 years is a minimum recommendation
Schools	School visits	School Visits: Parental Consent Forms where there has been a major incident	Result of the investigation	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	The documents will become part of the incident investigation and should be kept for a minimum of 6 years from the result of the investigation
Schools	Schools development plans	All records relating to the development and implementation of school development plans	Date plan superseded	6 years	BUSINESS			NO	L0	
Schools	Secondary school places	All records relating to the allocation of secondary school places	Year records created	1 year	LEGAL	School Admissions Code 2012	http://www.education.gov.uk/about/foi/statutory/g00213254/sc h001admissions-code 2012h001admissions%20code%202012	NO	L0	
Schools	Standing advisory council on religious education (SACRE)	All records relating to the administration of Standing Advisory Councils on Religious Education	Date meeting held	6 years	BUSINESS			NO	L0	
Schools	Substantive mediation in schools	All records relating to the supervision of mediation administration in schools	Date of birth of mediation administrator	6 years 4 months	LEGAL	Limitation Act 1980 (Section 11)	http://www.legislation.gov.uk/ukcoa/1980/59/section/11	YES	L2	Under normal circumstances this information should be retained on the child's personal file otherwise the records need to be retained for a minimum of date of birth + 25 years
Schools	Work experience placements	All records relating to the allocation and management of work experience placements	Date of work experience placement	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	6 years is a minimum recommendation
Schools	Young people's learning prospectus	All records relating to the development of a young person's learning prospectus	Date prospectus released	1 year	BUSINESS			NO	L0	
Special education needs										
Special education needs	Social educational needs - placement in mainstream school	All records relating to the allocation of school places to children with social educational needs	Date of birth of child	25 years	BUSINESS			YES	L2	Under normal circumstances this information should be retained on the child's personal file otherwise the records need to be retained for a minimum of date of birth + 25 years
Special education needs	Special educational needs assessment	All records relating to the management of special educational needs assessments	Date of birth of child	25 years	BUSINESS			YES	L2	Under normal circumstances this information should be retained on the child's personal file otherwise the records need to be retained for a minimum of date of birth + 25 years
Special education needs	Special educational needs co-ordinated support plan	All records relating to the development and implementation of special needs co-ordinated support plans	Date of birth of child	25 years	BUSINESS			YES	L2	Under normal circumstances this information should be retained on the child's personal file otherwise the records need to be retained for a minimum of date of birth + 25 years
Special education needs	Special educational needs transport	All records relating to the allocation and provision of home to school transport for special needs pupils	Date transport provision ceases	6 years	LEGAL	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukcoa/1980/59/section/2	YES	L2	