

## Russell Street School – Retention Schedule (Pupils)

| Section                   | File Description  | Statutory Provisions  | Retention Period   | Action (at the end of administrative life)   |
|---------------------------|---|---|--|--|
| Records                   | Pupil's Educational Record  | The Education Regulations 2005  | Whilst at the school   | The record will follow the child to their next school.   |
| Admissions Process        | Unsuccessful Admissions + Appeal  | School Admissions Code<br>Statutory Guidance  | Resolution of Case + 1 year  | Secure Disposal*   |
|                           | Register of Admissions  | School Attendance 2014  | Date of entry + 6 years*   | Review   |
|                           | Supplementary Information Form (religion, medical, etc)   |   | Added to the pupil file.<br>If unsuccessful admission, until the end of the appeals process. | Located in pupil's file, transferred to their next school.   |
| Attendance                | Attendance Registers  | School Attendance (DfE) 2014  | Current year + 6 years   | Secure Disposal  |
|                           | Correspondence relating to authorised absence   | Education Act 1996  | Current year + 6 years.  | Secure Disposal.   |
| Special Educational Needs | SEN (Special Educational Needs) <ul style="list-style-type: none"> <li>• Files</li> <li>• Reviews</li> <li>• IEPs (Individual Education Plans)</li> <li>• Statements</li> <li>• Advice and information provided to parents regarding educational needs</li> <li>• Accessibility Strategy</li> </ul> | Limitation Act 1980<br>Education Act 1996 Special Educational Needs and Disability Act 2001 | DoB + 25 years (passed onto next school)   | Files, reviews and IEPs – Review and Secure Disposal.<br><br>Secure Disposal unless the document is subject to a legal hold. |

|  |   |   |  |   |
|--|---|---|--|---|
| School Meals Management                  | Free School Meal Registers  |   | Current year + 6 years   | Secure Disposal.                                      |
|  | School Meal Registers   |   | Current year + 6 years   | Secure Disposal.                                      |
| Statistics and Management Information    | SATs records and Results.   |   | SATs results - electronic and are transferred to next school until the age of 25 years.<br><br>The school collects a composite record of the whole year SATs results. These are kept for 3 years for suitable comparisons. | Secure Disposal.                                      |
| Curriculum                               | Implementation of Curriculum <ul style="list-style-type: none"> <li>• Class Record Books</li> <li>• Teacher Assessment files</li> </ul> |   | Current year + 1 year.   | Reviewed at the end of each year.<br>Secure Disposal. |
|  | Pupil's Work  |   | Either sent home at the end of the year with the pupil, or kept for current year + 1 year.   | Secure Disposal.                                      |
| Educational Visits Outside the Classroom | Records from Educational Visits outside of the classroom.   | Outdoor Education Advisers' Panel National Guidance | Date of visit + 14 years.  | Secure Disposal.                                      |
|  | Parental consent forms for school trips where there has been no major incident.   |   | Conclusion of the trip.  | Secure Disposal.                                      |
|  | Parental consent forms for school trips where there has been a major incident.  | Limitation Act 1980                                 | DoB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip would be retained also.  | Secure Disposal.                                      |
| Local Authority Interaction              | School Transfer Sheets  |   | Current year + 1 year  | Secure Disposal.                                      |
|  | Attendance Returns  |   | Current year + 6 years   | Secure Disposal.                                      |

|                                |   |  |                               |                  |
|--------------------------------|---|--|-------------------------------|------------------|
|                                | School Census Returns                     |  | Current year + 6 years        | Secure Disposal. |
|                                | Information sent from the Local Authority |  | Operation use                 | Secure Disposal. |
| Central Government Interaction | OFSTED report and papers                  |  | Life of the report and review | Secure Disposal. |
|                                | Returns made to the central government    |  | Current year + 6 years        | Secure Disposal. |
|                                | Information sent from the Government      |  | Operational use               | Secure Disposal. |

- Our current method of Secure Disposal is through a secure shredding company. Their contract states they are GDPR compliant.
- Records will be destroyed at the end of the financial year.