

RECORD RETENTION SCHEDULE



Description	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
GOVERNING BODY			
Records relating to complaints dealt with by the Governing Body		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
Head Teacher and Senior Management Team			
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years then review	SECURE DISPOSAL
Reports created by the Head Teacher or the Management Team		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
Records created by Head Teacher, Deputy Head Teacher, Assistant Head Teachers, Lead Teachers and other members of staff with administrative responsibilities		Current academic year + 6 years then review	SECURE DISPOSAL
Correspondence created by Head Teacher, Deputy Head Teacher, Assistant Head Teachers, Lead Teachers and other members of staff with administrative responsibilities		Date of correspondence + 3 years then review	SECURE DISPOSAL

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Admissions Process			
Admissions – if the admission is successful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeal panel December 2014	Date of admission + 1 year	SECURE DISPOSAL
Admissions – if the appeal is unsuccessful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeal panel December 2014	Resolution of case + 1 year	SECURE DISPOSAL
Register of Admissions	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 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
Supplementary information form including additional information such as religion, medical conditions etc:			
For successful admissions		The information should be added to the pupil file	SECURE DISPOSAL
For unsuccessful admissions		Until appeals process completed	SECURE DISPOSAL

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Operational Administration			
Proofs of identity collected as part of the process of checking 'portable' enhanced DBS disclosure parent volunteers		Where possible these should be checked and a note kept of what was seen and what has been checked.	SECURE DISPOSAL
Visitors' Books and Signing in Sheets		Current year + 6 then REVIEW	SECURE DISPOSAL
Management of Disciplinary and Grievance Processes			
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Keeping Children Safe in Education' Statutory guidance for schools and colleges March 2015', 'Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015'	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 personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL
Health and Safety			
Accident Reporting	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	DOB of the child + 25 years	SECURE DISPOSAL
School Meals Management			
Free School Meals Registers		Current year + 6 years	SECURE DISPOSAL

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Pupil's Educational Record			
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England) Regulations 2005 S1 2005 No. 1437		
Child Protection information held on pupil file	Keeping Children Safe in Education' Statutory guidance for schools and colleges March 2015', 'Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015'	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	SECURE DISPOSAL
Child Protection information held in separate files	Keeping Children Safe in Education' Statutory guidance for schools and colleges March 2015', 'Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015'	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 principal copy of this information will be found on the Local Authority Social Services record	SECURE DISPOSAL

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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 three years after the date on which the entry was made	SECURE DISPOSAL
Correspondence relating to authorised absence	Education Act 1996 Section 7	Current entry in the attendance register must be preserved for a period of three years after the date on which the entry was made	SECURE DISPOSAL
Special Educational Needs			
Special Educational Needs files, reviews and Individual Education Plans	Limitation Act 1980 (Section 2)	DOB of the pupil + 25 years	REVIEW
Statement maintained under Section 234 of the Education Act 1990 and any amendments made to the Statement	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	DOB of the pupil +25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL – unless the document is subject to a legal hold
Advice and information provided to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	DOB of the pupil + 25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL – unless the document is subject to a legal hold
Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	DOB of the pupil + 25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL – unless the document is subject to a legal hold

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Statistics and Management Information			
Examination Results (schools copy)	Current year + 6 years		SECURE DISPOSAL
SAT Records: 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 the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
SAT Records: Examination Papers		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
Published Admission Number (PAN) Reports		Current year + 6 years	SECURE DISPOSAL
Educational Visits outside the Classroom			
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 (Section 2)	DOB of the pupil involved in the incident + 25 years. The consent slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	
Family Liaison Officers and Home School Liaison Assistants			
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	
Referral forms		While the referral is current	
Contact data sheets		Current year then review, if contact is no longer active then destroy	

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Contact database entries		Current year then review, if contact is no longer active then destroy	
Local Authority			
Secondary Transfer Sheets (Primary)		Current year + 2 years	SECURE DISPOSAL
Attendance Returns		Current year + 1 year	SECURE DISPOSAL