

No.	Basic File Description	DPA applies?	Statutory Provisions	Retention Period	Final Action	Notes
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1.0 Pupils						
1.1	Records relating to the creation and implementation of the school's Admissions Policy	No	School Admissions Code (2014)	Retain in school for life of the policy + 3 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.2	Admission forms: unsuccessful or withdrawn applications (including supplementary information e.g. proof of address, religion, medical conditions etc.)	Yes	School Admissions Code (2014)	a) If no appeal, 1 year from receipt b) If appealed, 1 year from resolution of case*	Destroy Destroy as confidential waste or delete securely from electronic systems	*Records relating to appeals retained by Appeals Panel for 22 years from date of birth of pupil
1.3	Admission forms: successful applications	Yes	School Admissions Code (2014)	Date of admission + 1 year	Destroy Destroy as confidential waste or delete securely from electronic systems	Ensure that supplementary information e.g. proof of address, religion, medical conditions is added to the pupil's file
1.4	Admission registers	Yes	Education (Pupil Registration) (England) Regulations 2006	Retain in school until date of last entry in the book (or file) + 3 years	Permanent Transfer to HALS	If held electronically, a printout should be made at least annually . Any corrections made to electronic data should be clearly shown in the printout.
1.5	Attendance registers	Yes	Education (Pupil Registration) (England) Regulations 2006	Date of register + 3 years	Destroy Destroy as confidential waste or delete securely from electronic systems	

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1.6	Pupil absence letters / leave forms / correspondence relating to authorised absence	Yes		Date of absence + 2 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.7	Absence books	Yes		Current year + 6 years from last entry in book	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.8	Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc.	Yes		Current year + 6 years from last entry in book	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.9	Child protection files	Yes	DfE 'Keeping Children Safe in Education' (2016), Annex B, p.61	Retain while the pupil remains at the primary school*	Follow guidelines in 5.13 for pupils transferring to another school	*CP information must be kept separate from the main pupil file. Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit. Confirmation of receipt should be obtained.

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1.10	Pupil's educational record (pupil file) Pupils with Special Educational Needs (SEN) <ul style="list-style-type: none"> • Primary 	Yes	Retain while pupil remains at the primary school	Retain while the pupil remains at the primary school*	Follow guidelines in 5.13 for pupils transferring to another school	Includes: <ul style="list-style-type: none"> • SEN reviews • Individual Education Plans (IEPs) / pupil profiles • Health questionnaires • Parental consent forms • Health care plans • Records of medicine administered
1.11	Pupil's educational record (pupil file) Pupils with Special Educational Needs (SEN) <ul style="list-style-type: none"> • Secondary 	Yes		Date of birth of pupil + 22 years*	Destroy or as below If the child leaves the school: follow guidelines in 5.13 for pupils transferring to another school If the retention period is reached: destroy as confidential waste or delete securely from electronic systems	*Unless child protection applies, in which case retain for 25 years from DOB; see 5.10. Includes: <ul style="list-style-type: none"> • SEN reviews • Individual Education Plans (IEPs) / pupil profiles • Health questionnaires • Parental consent forms • Health care plans • Records of medicine administered • Work experience agreements

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1.12	Pupil's educational record (pupil file) All other pupils <ul style="list-style-type: none"> • Primary 	Yes	The Education (Pupil Information) (England) Regulations 2005	Retain while the pupil remains at the primary school, then: <ul style="list-style-type: none"> a) Pupil transfers to a known Local Authority primary or secondary school in Hampshire b) Pupil transfers to a known Local Authority or independent primary / secondary school which is another county within the UK; or transfers to an independent school within Hampshire c) Pupil transfers to a known primary / secondary school outside of the UK 	The file should follow the pupil when he/she leaves primary school: <ul style="list-style-type: none"> a) Send pupil record to new school¹ b) Send pupil record to new school, retaining a copy or summary until pupil is 22 years old, then destroy confidentially or delete securely c) Send a copy of pupil record to new school, retaining original pupil record until pupil is 22 years old, then destroy confidentially or delete securely 	Includes: <ul style="list-style-type: none"> • Health questionnaires • Parental consent forms • Health care plans • Records of medicine administered

¹ In the case of exclusion it may be appropriate to transfer the record to the Education and Inclusion Service

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				d) Pupil transfers to an unknown school	d) Retain pupil file until pupil is 22 years old, then destroy confidentially or delete securely	
1.13	Pupil's educational record (pupil file) All other pupils <ul style="list-style-type: none"> • Secondary 	Yes	Limitation Act (1980)	Date of birth of pupil + 22 years*	Destroy Destroy as confidential waste or delete securely from electronic systems	*Unless child protection applies, in which case retain for 25 years from DOB; see 5.10. Includes: <ul style="list-style-type: none"> • Health questionnaires • Parental consent forms • Health care plans • Records of medicine administered • Work experience agreements
1.14	Pupil's educational record (pupil file) <ul style="list-style-type: none"> • Deceased pupils 	Yes		Date of death + 7 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.15	Images of pupils - signed consent forms by parent / guardian	Yes		Date of signing + 5 years; or at end of project; or when pupil leaves the school	Destroy Destroy as confidential waste or delete securely from electronic systems	Images should not be reused outside of the time period or for other projects other than that specified on the form

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1.16	Activity / visit / trip consent forms - signed by parent or guardian where no incident occurs	Yes		Date of event + 1 year	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.17	Activity / visit / trip consent forms - signed by parent or guardian where a major incident occurs	Yes	Limitation Act 1980	Date of birth of child involved in incident + 22 years	Destroy Destroy as confidential waste or delete securely from electronic systems	Important: consent forms for ALL pupils for an event where a major incident occurs must be retained, not just that of the child involved
1.18	Punishment books	Yes		Books no longer maintained in schools	Permanent Transfer to HALS	
1.19	SATS papers (completed)	Yes	Department for Education (DfE) recommendation	Current year + 1 year	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.20.	SATS results for individual pupils	Yes			Add to the main pupil file and follow retention period for 5.14	
1.21	Internal and external examination papers (completed)	Yes		Current academic year + 6 years or until any appeals / validation process is complete	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.22	Internal and external examination results for individual pupils	Yes			Add to the main pupil file and follow retention period for 5.14*	*Uncollected GCSE and A Level certificates should be returned to the relevant examination board

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1.23	Examination results - summaries or other statistical information created by the school	Yes		Current academic year + 6 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
1.24	Any other records created in the course of contact with pupils maintained for teachers' own use (i.e. NOT part of the educational record)	Yes		Current academic year + 3 years	Review Review by school and EITHER allocate further retention period OR destroy as confidential waste or delete securely from electronic systems	