



# Records Management & Retention Guidelines Policy

Policy Date:	20/11/2023	Policy Review Date:	November 2026
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Ratified by Governing Body:			
Chair of Governors: Sue Welford	<i>Sue Welford</i>	20/11/2023	

Rushey Mead Primary 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.

## Scope of the policy

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

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 electronic format, e.g. paper documents, scanned documents, e-mails which document business activities and decisions, audio and video recordings, text messages, notes of telephone and Skype/Microsoft Teams conversations, spreadsheets, Word documents, presentations, etc.

## Responsibilities

The governing body of a school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. This responsibility is usually delegated to the Headteacher of the school.

The person responsible for day-to-day operational management in the school will give guidance on good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. 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.

The school will manage and document its records disposal process in line with the Records Retention Schedule. This will help to ensure that it can meet the Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests "SARS").

Individual staff and employees must ensure, with respect to records, for which they are responsible, that they:

- manage the school's records consistently in accordance with the school's policies and procedures;
- properly document their actions and decisions;
- hold personal information securely;
- only share personal information appropriately and do not disclose it to any unauthorised third party;
- dispose of records securely in accordance with the school's Records Retention Schedule.

## Relationship with existing policies

This policy has been drawn up within the context of the school's Data Protection Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

## Pupil Records

These guidelines apply to information created and stored in both physical and electronic format.

## 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.

## File covers for pupil records

Rushey Mead Primary School uses a file cover for each pupil record for consistency, which will help to assist receiving schools to readily identify the source of the file.

## 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 2018, a pupil aged 13 years or over, 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.

## School records

### 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 (UPN)

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
- Ethnic origin
- Home language (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, the date of admission and the date of leaving
- Any other agency involvement e.g. speech and language therapist, paediatrician, etc.

It is essential that these files, which contain personal information, are managed.

## 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
- Annual Progress 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 on CPOMS.
- 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)

## **Transferring the pupil record to the secondary school (or an in-year transfer to another Primary School)**

The pupil record should not be weeded before transfer to the secondary school (or primary school for an in-year transfer) 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.

## **Responsibility for the pupil record once the pupil leaves the school**

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

## **Safe destruction of the pupil record**

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

## **Transfer of a pupil record outside the UK**

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

## Security 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.

## Information Security

### Digital Information

In order to mitigate against the loss of electronic information, Rushey Mead Primary School:

- operates an effective back-up system;
- undertakes regular back-ups of all information held electronically to enable restoration of the data in the event of an environmental or data corruption incident. These backups are encrypted and stored off the main school site overnight. This is to prevent loss of data, reduce risk in case of theft or the possibility of the backups becoming temporarily inaccessible;
- operates an additional, secure UK based cloud back-up for the most crucial school data;
- controls the way data is stored within the school. Personal information should not be stored on the hard drive of any laptop or PC, unless the device is running encryption software. Staff should be advised not to hold personal information about students or other staff on mobile storage devices including, but not limited to, memory sticks, phones, iPads, portable hard drives or on CD.
- maintains strict control of passwords. Ensure that the data is subject to a robust password protection regime, ideally with users changing their passwords every 60 days.
- strongly discourages password sharing. Shared network drives or proxy access to email and calendars is available to staff. In addition, staff should always lock their PCs when they are away from the desk to prevent unauthorised use.
- keeps the server equipment in a locked cabinet and only accessible to authorised persons.
- keeps an up-to-date business continuity plan which is periodically tested.
- tests restore processes on a regular basis to ensure that the first time you identify a problem with the backup is not the first time you need to retrieve data from it.
- IT technicians to preserve information security when using email:  
(<https://www.ncsc.gov.uk/collection/email-security-and-anti-spoofing>)
- keeps hard copies of pupil/staff information and records in locked, metal filing cabinets. These are also backed up electronically onto the school's server. Records which are not stored on the school's server are at greater risk of damage by fire and flood as well as risk of loss and of unauthorised access. Archived records are stored in a lockable cupboard with restricted access.

## Disclosure

Staff are aware of the importance of ensuring that personal information is only disclosed to people who are entitled to receive it. Information is shared in line with the requirements of the Data Protection Act. In the event of giving out personal information over the telephone, the caller will be asked to put the request in writing, supplying a return address which can be verified.

## Responding to incidents involving personal data

In the event of an incident involving the loss of information or records the school, please see the school's Data Breach Policy and advise the Headteacher or Business Manager as soon as possible.

## Safe Disposal of Records

This guidance applies to all types of record, whether they are in paper or digital format.

This relates to the disposal of records that have reached the end of the minimum retention period allocated. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

The Business Manager will ensure personal data that is no longer required for school business use is reviewed as soon as possible under the criteria set out, so that only the appropriate records are destroyed.

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, or shredded if possible
- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and destroyed

The shredding needs to be planned with specific dates, and all records should be identified as to the date of destruction.

Where records are destroyed internally, the destruction should be recorded. Records should be shredded as soon as the record has been documented as being destroyed.

The school should maintain a list of records which have been destroyed and who authorised their destruction. 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

Following this guidance will ensure that the school is compliant with the Data Protection Act 2018 and the Freedom of Information Act 2000.

# Rushey Mead Primary School – Retention Schedule

1.1 Governing Body					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL <sup>1</sup>	
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
	Principal Set (signed)		PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service	
	Inspection Copies <sup>2</sup>		Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.	
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the report deals with confidential issues relating to staff	Reports should be kept for a minimum of 6 years.	SECURE DISPOSAL or	

<sup>1</sup> In this context SECURE DISPOSAL should be taken to mean shredding using a cross cut shredder.

<sup>2</sup> These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL	
1.1.5	Instruments of Government including Articles of Association	No	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	
1.1.6	Trusts and Endowments managed by the Governing Body	No	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	
1.1.7	Action plans created and administered by the Governing Body	No	Life of the action plan + 3 years	SECURE DISPOSAL	
1.1.8	Policy documents created and administered by the Governing Body	No	Life of the policy	SECURE DISPOSAL	
1.1.9	Records relating to complaints dealt with by the Governing Body	Yes	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL	
1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years	SECURE DISPOSAL	
1.1.11	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	Date proposal accepted or declined + 3 years	SECURE DISPOSAL	

1.2 Head Teacher and Senior Management Team					
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff	Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate. Alternatively, the school may wish to retain these for historical purposes.	
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then review	SECURE DISPOSAL	
1.2.3	Reports created by the Headteacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL	
1.2.4	Records created by headteachers, deputy headteachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff	Current academic year + 6 years then review	SECURE DISPOSAL	

1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Date of correspondence + 3 years then review	SECURE DISPOSAL	
1.2.6	Professional Development Plans	Yes	Life of the plan + 6 years	SECURE DISPOSAL	
1.2.7	School Development Plans	No	Life of the plan + 3 years	SECURE DISPOSAL	

### 1.3 Admissions Process

1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	Life of the policy + 3 years then review	SECURE DISPOSAL	
1.3.2	Admissions – if the admission is successful	Yes	Date of admission + 1 year	SECURE DISPOSAL	
1.3.3	Admissions – if the appeal is unsuccessful	Yes	Resolution of case + 1 year	SECURE DISPOSAL	
1.3.4	Register of Admissions	Yes	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made. <sup>3</sup>	REVIEW  The school may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.	
1.3.5	Admissions – Secondary Schools – Casual	Yes	Current year + 1 year	SECURE DISPOSAL	
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	Current year + 1 year	SECURE DISPOSAL	

1.3.7	Supplementary Information form including additional information such as religion, medical conditions, etc.	Yes			
	For successful admissions		This information should be added to the pupil file	SECURE DISPOSAL	
	For unsuccessful admissions		Until appeals process completed	SECURE DISPOSAL	

#### 1.4 Operational Administration

1.4.1	Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years	STANDARD DISPOSAL	
1.4.2	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year	STANDARD DISPOSAL	
1.4.3	Newsletters and other items with a short operational use	No	Current year + 1 year	STANDARD DISPOSAL	
1.4.4	Visitors' Books and Signing in Sheets	Yes	Current year + 6 years then REVIEW	SECURE DISPOSAL	
1.4.5	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No	Current year + 6 years then REVIEW	SECURE DISPOSAL	

## 2. Human Resources

2.1 Recruitment					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
2.1.1	All records leading up to the appointment of a new headteacher	Yes	Date of appointment + 6 years	SECURE DISPOSAL	
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes	All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL	
2.1.4	Pre-employment vetting information – DBS Checks	No	The school does not have to keep copies of DBS certificates. If the school does so, the copy must NOT be retained for more than 6 months		
2.1.5	Proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes	Where possible, these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be placed on the member of staff’s personal file, e.g. a copy of each staff member’s passport/birth certificate is retained on their file, which shows that a member of staff has the right to work in the UK, as directed by Leicester City Council for Border Force purposes.	SECURE DISPOSAL	

2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom <sup>4</sup>	Yes	Where possible, these documents should be added to the staff personnel File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years.		
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## 2.2 Operational Staff Management

2.2.1	Staff Personal File	Yes	Termination of Employment + 6 years	SECURE DISPOSAL	
2.2.2	Timesheets	Yes	Current year + 6 years	SECURE DISPOSAL	
2.2.3	Annual appraisal/assessment records	Yes	Current year + 5 years	SECURE DISPOSAL	

## 2.3 Management of Disciplinary and Grievance Processes

2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded <sup>5</sup>	Yes	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  These records must be shredded	
2.3.2	Disciplinary Proceedings	Yes			
	Oral warning		Date of warning + 6 months	SECURE DISPOSAL  [If warnings are placed on personnel file, 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 child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL	

2.4 Health and Safety					
2.4.1	Health and Safety Policy Statements	No	Life of policy + 3 years	SECURE DISPOSAL	
2.4.2	Health and Safety Risk Assessments	No	Life of risk assessment + 3 years.  Risk assessments will be reviewed and updated on an annual basis as a minimum.	SECURE DISPOSAL	
2.4.3	Records relating to accident/ injury at work	Yes	Date of incident + 12 years  In the case of serious accidents, a further retention period will need to be applied	SECURE DISPOSAL	
2.4.4	Accident Reporting	Yes			
	Adults		Date of the incident + 6 years	SECURE DISPOSAL	
	Children		DOB of the child + 25 years	SECURE DISPOSAL	
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	Current year + 40 years	SECURE DISPOSAL	
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Last action + 40 years	SECURE DISPOSAL	
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No	Last action + 50 years	SECURE DISPOSAL	
2.4.8	Fire Precautions log books	No	Current year + 6 years	SECURE DISPOSAL	

## 2.4 Payroll and Pensions

2.5.1	Maternity pay records	Yes	Current year + 3 years	SECURE DISPOSAL	
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Current year + 6 years	SECURE DISPOSAL	

### 3. Financial Management of the School

3.1 Risk Management and Insurance					
3.1.1	Employer's Liability Insurance Certificate	No	Closure of the school + 40 years	SECURE DISPOSAL	
3.2 Asset Management					
3.2.1	Inventories of furniture and equipment	No	Current year + 6 years	SECURE DISPOSAL	
3.2.2	Burglary, theft and vandalism report forms	No	Current year + 6 years	SECURE DISPOSAL	
3.3 Accounts and Statements including Budget Management					
3.3.1	Annual Accounts	No	Current year + 6 years	STANDARD DISPOSAL	
3.3.2	Loans and grants managed by the school	No	Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL	
3.3.3	Student Grant applications	Yes	Current year + 3 years	SECURE DISPOSAL	
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No	Life of the budget + 3 years	SECURE DISPOSAL	
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No	Current financial year + 6 years	SECURE DISPOSAL	
3.3.6	Records relating to the collection and banking of monies	No	Current financial year + 6 years	SECURE DISPOSAL	

3.3.7	Records relating to the identification and collection of debt	No	Current financial year + 6 years	SECURE DISPOSAL	
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### 3.4 Contract Management

3.4.1	All records relating to the management of contracts under seal	No	Last payment on the contract + 12 years	SECURE DISPOSAL	
3.4.2	All records relating to the management of contracts under signature	No	Last payment on the contract + 6 years	SECURE DISPOSAL	
3.4.3	Records relating to the monitoring of contracts	No	Current year + 2 years	SECURE DISPOSAL	

### 3.5 School Fund

3.5.1	School Fund - Cheque books	No	Current year + 6 years	SECURE DISPOSAL	
3.5.2	School Fund - Paying in books	No	Current year + 6 years	SECURE DISPOSAL	
3.5.3	School Fund – Ledger	No	Current year + 6 years	SECURE DISPOSAL	
3.5.4	School Fund – Invoices	No	Current year + 6 years	SECURE DISPOSAL	
3.5.5	School Fund – Receipts	No	Current year + 6 years	SECURE DISPOSAL	
3.5.6	School Fund - Bank statements	No	Current year + 6 years	SECURE DISPOSAL	

### 3.6 School Meals

3.6.1	Free School Meals Registers	Yes	Current year + 6 years	SECURE DISPOSAL	
3.6.2	School Meals Registers	Yes	Current year + 3 years	SECURE DISPOSAL	

3.6.3	School Meals Summary Sheets	No	Current year + 3 years	SECURE DISPOSAL	
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## 4. Property Management

### 4.1 Property Management

4.1.1	Title deeds of properties belonging to the school	No	PERMANENT  These should follow the property unless the property has been registered with the Land Registry		
4.1.2	Plans of property belong to the school	No	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.		
4.1.3	Leases of property leased by or to the school	No	Expiry of lease + 6 years	SECURE DISPOSAL	
4.1.4	Records relating to the letting of school premises	No	Current financial year + 6 years	SECURE DISPOSAL	

### 4.2 Maintenance

4.2.1	All records relating to the maintenance of the school carried out by contractors	No	Current year + 6 years	SECURE DISPOSAL	
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No	Current year + 6 years	SECURE DISPOSAL	

## 5. Pupil Management

5.1 Pupil's Educational Record					
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes			
	Primary		Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. <sup>3</sup>	
	Secondary		Date of Birth of the pupil + 25 years	SECURE DISPOSAL	
5.1.2	Examination Results – Pupil Copies	Yes			
	Public		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.	
	Internal		This information should be added to the pupil file		
5.1.3	Child Protection information held on pupil file		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 – these records MUST be shredded	
5.1.4	Child protection information held in separate files		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 – these records MUST be shredded	
5.2 Attendance					
5.2.1	Attendance Registers	Yes	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	

<sup>3</sup> This will include: (i) to another primary school (ii) to a secondary school (iii) to a pupil referral unit (iv) If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be securely stored at Rushey Mead Primary School for the statutory retention period.

5.2.2	Correspondence relating to authorized absence		Current academic year + 2 years	SECURE DISPOSAL	
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### 5.3 Special Educational Needs

5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Date of Birth of the pupil + 25 years	REVIEW  NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.	
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Date of birth 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	
			Date of birth 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	
			Date of birth 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	

### 6. Curriculum Management

#### 6.1 Statistics and Management Information

6.1.1	Curriculum returns	No	Current year + 3 years	SECURE DISPOSAL	
6.1.2	Examination Results (Schools Copy)	Yes	Current year + 6 years	SECURE DISPOSAL	
	SATS records –	Yes			

	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	
	Examination Papers		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	
6.1.3	Published Admission Number (PAN) Reports	Yes	Current year + 6 years	SECURE DISPOSAL	
6.1.4	Value Added and Contextual Data	Yes	Current year + 6 years	SECURE DISPOSAL	
6.1.5	Self-Evaluation Forms	Yes	Current year + 6 years	SECURE DISPOSAL	

## 6.2 Implementation of Curriculum

6.2.1	Schemes of Work	No	Current year + 1 year	Review these records at the end of each year and allocate a further retention period or <b>SECURE DISPOSAL</b>	
6.2.2	Timetable	No	Current year + 1 year		
6.2.3	Class Record Books	No	Current year + 1 year		
6.2.4	Mark Books	No	Current year + 1 year		
6.2.5	Record homework set	No	Current year + 1 year		
6.2.6	Pupils' Work	No	Where possible, pupils' 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	

## 7. Extra Curriculum Management

### 7.1 Educational Visits outside the Classroom

7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Date of visit + 14 years	SECURE DISPOSAL	
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Date of visit + 10 years	SECURE DISPOSAL	
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes	Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.	
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	DOB of the pupil involved in the incident + 25 years  The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils		

### 7.2 Walking Bus

7.2.1	Walking Bus Registers	Yes	Date of register + 3 years  This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL  [If these records are retained electronically, any back-up copies should be destroyed at the same time]	
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7.3 Family Liaison Officers and Home School Liaison Assistants					
7.3.1	Day Books	Yes	Current year + 2 years then review		
7.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes	Whilst child is attending school and then destroy		
7.3.3	Referral forms	Yes	While the referral is current		
7.3.4	Contact data sheets	Yes	Current year then review, if contact is no longer active then destroy		
7.3.5	Contact database entries	Yes	Current year then review, if contact is no longer active then destroy		
7.3.6	Group Registers	Yes	Current year + 2 years		

## 8. Central Government and Local Authority

8.1 Local Authority					
8.1.1	Secondary Transfer Sheets (Primary)	Yes	Current year + 2 years	SECURE DISPOSAL	
8.1.2	Attendance Returns	Yes	Current year + 1 year	SECURE DISPOSAL	
8.1.3	School Census Returns	No	Current year + 5 years	SECURE DISPOSAL	
8.1.4	Circulars and other information sent from the Local Authority	No	Operational use	SECURE DISPOSAL	
8.2 Central Government					
8.2.1	OFSTED reports and papers	No	Life of the report then REVIEW	SECURE DISPOSAL	

8.2.2	Returns made to central government	No	Current year + 6 years	SECURE DISPOSAL	
8.2.3	Circulars and other information sent from central government	No	Operational use	SECURE DISPOSAL	