

## **PANSHANGER PRIMARY SCHOOL DATA RETENTION POLICY and RETENTION SCHEDULE**

The school needs to create and maintain accurate records in order for it to function. The policy for managing records at Panshanger Primary School has been drawn up in conformity with legislation, regulations affecting schools and best practice as publicised by the Records Management Society of Great Britain.

This policy sets out guidelines for recording, managing, storing and disposing of data, whether they are held on paper or electronically in order to assist staff, and the School, to comply with the General Data Protection Regulation (2018) and the Freedom of Information Act 2000 (FIA). It should be read and used in conjunction with the following school policies and documents:

- Data Protection Policy
- Privacy Notices
- Information Asset Register

Members of staff are expected to manage their current record keeping systems using this policy and to take account the different retention periods when creating new record keeping systems (see tables attached).

### **Benefits of the Retention Policy**

There are a number of benefits which arise from the use of a complete Retention Policy:

- Managing records against the Retention Policy is deemed to be "normal processing" under the GDPR (2018) and the Freedom of Information Act 2000.
- Members of staff can be confident about destroying information at the appropriate time and in a secure manner.
- Information which is subject to Freedom of Information and GDPR legislation will be available when required.
- The school is not maintaining and storing information unnecessarily.

### **Current Pupil Records**

A file is kept on each pupil in a locked filing cupboard in the stationary cupboard by the Head teacher's room. The file holds hard copies of information about that pupil e.g. school reports, reports from external agencies, copies of letters.

The information held on the school's electronic database SIMS is provided by parents on admission. Information includes: the pupil's name, address, house, emergency contact details, free school meals status, statutory test results and daily attendance. Confidentiality of personal information is protected in accordance with the SIMs Management Information Systems and Data Protection Policy.

### **Pupils with Special Educational Needs**

The names of pupils with special educational needs are recorded in SIMS. Electronic copies of documents are stored, securely, on the staff server managed by our SENDCo. Paper copies of documents are stored, securely, in a locked filing cabinet in the SENCO's room and also within pupils' folders.

### **Pupils receiving Pupil Premium (PP) funding / Looked After Children (LAC) / Military funding**

The names of pupils in receipt of additional funding due to their PP, LAC, post-LAC or military family status are recorded in SIMS. Information regarding these individual pupils are made available to staff with a need to know that information. Electronic copies of PP review / LAC review documents are stored on the school server managed by the Headteacher. Paper copies of review documents may be stored within pupil folders.

### **Medical Records**

Information regarding medical needs is provided by parents / carers on admission. Information provided includes any significant known drug reactions, major allergies and notable medical conditions. This information is available to staff likely to administer medication or treatment. This information is shared with external providers (trips) or external bodies (caterers) only with parental permission.

All students who have a more serious level of medical need (e.g. diabetes, anaphylaxis) have an individual Health Care Plan (HCP) which is put together by the school working alongside guidance from parents/guardian and GP's/consultant's instructions. The HCPs are regularly checked by the SENDCo / office staff / Head teacher and stored securely on the server.

These records will be shared with school staff to ensure pupil safety. The photographs of children (for whom parents have given permission) will be displayed within the school to help identification. These records are shared with the medical services in case of emergency.

For children with medical allergies HCP are drawn up in conjunction with Herts catering - photos are displayed in the kitchen area of the school for easy identification (they are removed when members of the public are visiting the school.)

### **Financial Records**

The finance and office staff have access to information regarding school dinner payments and school trip payments.

### **Access by Staff**

All members of the SMT and office staff are able to access the school's password protected database (SIMS). Teaching staff may consult the pupil records held in the School Office including emergency contact phone numbers. Other data e.g. discretionary absence request letters / attendance letters etc. are stored securely and are available on request.

### **Data Protection Policy**

Parents accept a place for their child at Panshanger Primary School in the knowledge that data about pupils and their parents will be collected on admission to allow for the efficient operation of the school. This data will be updated regularly and stored/ processed in order with the GDPR (2018) rules for good information handling and in accordance with the Data Retention Schedule (see appendix)

### **Staff Induction**

All new teaching and office staff will be given training on accessing and managing school records to ensure compliance with these retention time scales. As a guiding principle, GDPR requires that personal data is only retained for as long as necessary - that is, necessary for the specific lawful purpose (or purposes) it was acquired.

### **Retention Periods**

The Data Retention Schedule provides guidance on retention periods for different records held by Panshanger Primary School. Unless there is a specific statutory obligation to hold or destroy records, the retention periods are established by the school for guidance purposes. Retention periods state the maximum time period we may hold information, but this can be cleansed/deleted before this time period if appropriate.

### **Disposal of Data**

When information is no longer required, it can be disposed of. For confidential, sensitive or personal information to be considered securely disposed of, it must be in a condition where it cannot either be read or reconstructed. Skips and 'regular' waste disposal are not considered to be secure.

Paper records should be shredded using a cross-cutting shredder; CDs / DVDs / diskettes should be cut into pieces. Hard-copy images, AV recordings and hard disks should be dismantled and destroyed. Where third party disposal experts are used they should ideally be supervised but, in any event, under adequate contractual obligations to the school to process and dispose of the information securely.

Many records are kept securely on our school server, this server is backed up on a nightly basis and protected by our IT supplies (Beebug). Files will be deleted by them when needed e.g. pupils work each year etc. and following the guidelines set out in the attached tables.

## **Appendix - Data Retention Schedule**

This document has been drawn up with reference to the Information Retention Maintained Society Toolkit for schools.

### **Introduction**

Under the General Data Protection Regulation and Data Protection Act 2018 schools are required to have a policy setting out retention periods for the personal data they hold. Also under the Freedom of Information Act 2000, schools should maintain a retention schedule listing the series of records which the school creates or maintains in the course of its business.

The Retention Schedule:

- Lays down the retention length of time for records
- The action which should be taken when it is of no further administrative or legal use.

The Retention Schedule refers to a series of records regardless of the media, for example, paper electronic, photographic etc.

Some retention periods are governed by statute; others follow guidelines for best practice.

Our retention schedule consists of 5 sections:

1. Governing body
2. School management
3. Pupil management
4. Curriculum and extra-curricular activities
5. Central government and local authority.

## GDPR - Retention Schedule – Panshanger Primary School

Basic file description	Retention period	Action taken at the end of the administrative life of the record	Personal information
<b>1. <u>Governing Body</u></b>			
<b>1.1 Management of the Governing Body</b>			
Instrument of Government	Life of the school	Consult archives before disposal	
Trusts and endowments	Life of the school	Consult archives before disposal	
Records relating to the appointment of co-opted governors	Record the decision in the minutes, then destroy the records once the co-opted governor has finished their term of office unless there are allegations concerning children then store for 25 years.	Secure disposal	Yes
Records relating to the election of chair and vice-chair	Once the decision has been made in the minutes destroy the records relating to the election.	Secure disposal	Yes
Scheme of delegation and terms of reference for committees.	We will retain for reference purpose, in case decisions need to be justified.	Offer to archives initially	
Meetings schedule	Current year	Standard disposal	
Agenda and minutes – principal set (signed)	Store together for the life of the school	Consult archives before disposal	Potential
Reports made to the governors’ meeting which are referred to in the minutes	Life of the school	Consult archives before disposal	Potential
Register of attendance at Full governing board meetings	Date of meeting plus 6 years	Secure disposal	Yes
Papers relating to the management of the annual parents’ meeting	Date of meeting plus 6 years	Secure disposal	
Agendas - additional copies	Date of meeting	Standard disposal	
Records relating to Governor monitoring visits	Date of visit plus 3 years	Secure disposal	Yes
Annual reports required by Department of Education.	Date of reports and 10 years	Secure disposal	
All records relating to the conversion of schools to Academy status.	Life of the school	Consult local archives for disposal	

Records relating to complaints made to and investigated by the governing body or head teacher	Major complaints current year and 6 years. If negligence involved then the current year plus 15 years If child protection or safeguarding issues involved then current year and 40 years.	Secure disposal	Yes
Correspondence sent and received by the governing body or head teacher.	Current year plus 3 years	Secure disposal	Potential
Action plans created and administered by the governing body	We will keep until superseded or whilst relevant	Secure disposal	
Policy documents created and administered by the governing body.	We will keep until superseded (we will keep all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations)		
<b>1.2 Governor management</b>			
Records relating to the appointment of a clerk to the governing body	Date the appointment ceases plus 6 years.	Secure disposal	Yes
Records relating the terms of office of the serving governors including evidence of appointment	Date the appointment ceases plus 6 years.	Secure disposal	Yes
Records relating to governor declaration against disqualification criteria	Date the appointment ceases plus 6 years.	Secure disposal	Yes
Register of business interests	Date the appointment ceases plus 6 years	Secure disposal	Yes
Governor Code of Conduct	1 copy of each version should be kept for the life of the school		
Records relating to the training required and received	The date governor steps down plus 6 years	Secure disposal	Yes
Records relating to the induction programme for new governors	The date of appointment plus 6 years	Secure disposal	Yes
Records relating to DBS checks carried out on the clerk and governing body members	The date of DBS check plus 6 years	Secure disposal	Yes
Governors personnel files	The date the appointment ceases plus 6 years	Secure disposal	Yes

Basic file description	Retention period	Action by administrative life of the record	Personal information
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## **2. School Management**

### **2.1 Head teacher and SMT**

Log books kept and maintained by the Head teacher	The date of last entry and a minimum of 6 years, then review.	Offer to county archives	Potential	
Minutes of SMT meetings	The date of meeting plus 3 years, then review annually if not destroyed.	Secure disposal	Potential	
Reports created by Head or SMT	Date of meeting plus 3 years, then review annually if not destroyed.	Secure disposal	Potential	
Records and correspondence created by Head, Deputy Head or others if not in any other category	The current academic year plus 6 years, then review annually or as required if not destroyed.	Secure disposal	Potential	
Professional Development Plans	This should be in individual's personnel record. If not, then from the date of termination of employment plus 6 years.	Secure disposal	Potential	
School Development Plans	Life of the plan plus 3 years	Secure disposal		
<b>2.2 Operational administration</b>				
General file series which do not fit any other category.	The current year plus 5 years, then review.	Secure disposal	Potential	
Records relating to the school brochure or prospectus	The current year plus 3 years.	Preserve a copy for school archive Standard disposal.		
Records relating to creating and distribution of circulars to staff, parents and pupils.	The current year plus one year.	Standard disposal		
School privacy notice which is sent to parents as GDPR compliance	Until suspended plus 6 years.			
Consents relating to school activities as part of GDPR compliance (e.g. consent to be sent circulars or mailings.)	The consent will last while the pupil is at our school, then will be destroyed when the child leaves.	Secure disposal	Yes	
Newsletters and items with a short operational use.	The current academic year plus one year.	Standard disposal		
Visitor management systems	Last entry in the visitor's book plus 6 years.	Secure disposal	Yes	
Walking bus registers	Date of the register plus 6 years	Secure disposal	Yes	
<b>2.3 Human Resources - Recruitment</b>				
<b>Basic file description</b>	<b>Statutory provisions</b>	<b>Retention period</b>	<b>Action by administrative life of the record</b>	<b>Personal information</b>
Records leading up to the appointment of the Head		Unsuccessful appointment – Date of appointment plus 6 months Successful appointment – Add to personnel file and retain until end of appointment plus 6 years, except in cases of negligence or claims of child abuse then at least 15 years.	Secure disposal	Yes

All records leading up to the appointment of a member of staff/governor – unsuccessful candidate		Date of appointment of successful candidate plus 6 months	Secure disposal	Yes
Pre-employment vetting information – DBS checks – successful candidates	DBS update service employer guide June 2014 Keeping children safe in education 2018 (Statutory guidance from DofE sections 73 and 74)	Application forms, references and other documents will be retained for the duration of the employee's employment plus 6 years.	Secure disposal	Yes
Forms of proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure.		Where possible this process is carried out using the on-line system. If it is necessary to take a copy of documentation then it will be retained on the staff personal file.	Secure disposal	Yes
Pre-employment vetting information – Evidence proving the right to work in the UK – successful candidates.	An Employer's Guide to right to work checks (Home Office May 2015.)	Where possible these docs to be added to the staff personnel file but if they are kept separately then the Home Office requires that the documents are kept for termination of employment and not less than 2 years.	Secure disposal	Yes
<b>Operational Staff Management</b>				
Staff Personnel File	Limitation Act 1980 (section 2)	From the Termination of Employment plus 6 years. Unless the member of staff is part of IICSA then retain until IICSA enquiries are complete	Secure disposal	Yes
Annual Appraisal and assessment records		Current year plus 6 years	Secure disposal	Yes
Sickness absence monitoring		Current year plus 6 years	Secure disposal	Yes
Staff training where training leads to continuing professional development		Length of time required by the professional body	Secure disposal	Yes
Staff training - not dealing with children		Should be retained on the staff personnel file (see previously)	Secure disposal	Yes
Staff training where training relates to children ( e.g. safe guarding, first aid, health and safety etc)		From the date of training plus 40 years	Secure disposal	Yes
<b>Disciplinary and Grievance</b>				
Records relating to allegations of a child	'Keeping children in education - Statutory Guidance.' Sept 2018	Until the person's normal retirement or 10 years from the allegation.	Secure disposal	Yes

protection nature against a member of staff	'Working together to safe guard children..' 2018			
<b>Payroll and pensions</b>				
Absence record		Current year plus 3 years	Secure disposal	Yes
Batches	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Bonus sheets	Taxes management Act 1970 Income and Corporation taxes 1988	Current years plus 3 years	Secure disposal	Yes
Car allowance claims	Taxes management Act 1970 Income and Corporation taxes 1988	Current years plus 3 years	Secure disposal	Yes
Car loans	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Car mileage output	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Elements		Current year plus 2 years	Secure disposal	Yes
Income tax form P60		Current year plus 6 years	Secure disposal	Yes
Insurance	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Maternity payment		Current year plus 3 years	Secure disposal	Yes
Members allowance register	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
National insurance – schedule of payments	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Overtime	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 3 years	Secure disposal	Yes
Part-time fee claims	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes

Pay packet receipt by employee		Current year plus 2 years	Secure disposal	Yes
Payroll awards		Current year plus 6 years	Secure disposal	Yes
Payroll – gross/net weekly or monthly	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Payroll reports	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Payslips - copies	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Pension payroll	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Personal bank details	If employment ceases then end of employment plus 6 years	Until superseded plus 3 years	Secure disposal	Yes
Sickness records		Current year plus 6 years	Secure disposal	Yes
Staff returns		Current year plus 3 years	Secure disposal	Yes
Superannuation adjustments	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Superannuation reports	Taxes management Act 1970 Income and Corporation taxes 1988	Current year plus 6 years	Secure disposal	Yes
Tax forms P6/P11/P11D/P35/P45/ P46/P48	The minimum requirement – as stated in Inland Revenue Booklet 490- is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in electronic or paper format. It is a corporate decision to retain for current year plus 6 years. Employees should retain records for 22 months after current tax year.	Current year plus 6 years	Secure disposal	Yes

Time sheets/clock cards/flexitime		Current year plus 3 years	Secure disposal	Yes
<b>2.4 Health and Safety</b>				
Health and safety policy statements		Life of policy plus 3 years	Secure disposal	
Health and safety risk assessments		Life of risk assessment plus 3 years, the copy of the risk assessment will be stored with the accident report if an accident has occurred.	Secure disposal	
Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	Social Security (Claims and payments) regulations 1979 Regulation 25, Social security Administration Act 1992 section 8. Limitation Act 1980. Social security (Claims and payments) Regulations 1979 S1 1979 No 628 Social Security (Claims and payments) regulations 1979 No 628 Social Security Administration Act 1992 Section B Social Security (Claims and Payments No 30 Regulations 1993 S1 1993 No 2113) Allows the information to be kept electronically.	The accident Book – B1 150 – 3 years after last entry in the book. Complete pages must be kept secure with restricted access. Data Protection Act 2018 and GDPR.	Secure disposal	Yes
Accident reporting records relating to individuals who are under 18 years at the time of the incident.	Social Security (Claims and payments) regulations 1979 Regulation 25, Social security Administration Act 1992 section 8. Limitation Act 1980.  Social security (Claims and payments) Regulations 1979 S1 1979 No 628 Social Security (Claims and payments) regulations 1979 No 628	The accident book – B1 150 – 3 years after last entry in the book. Complete pages will be kept secure with restricted access. Data Protection Act 2018 and GDPR.	Secure disposal	Yes

	Social Security Administration Act 1992 Section B Social Security (Claims and Payments) No 30 Regulations 1993 S1 1993 No 2113) Allows the information to be kept electronically.			
Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR) For more information see <a href="http://www.hse.gov.uk/RIDDOR/">www.hse.gov.uk/RIDDOR/</a>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 S1 2013 No 1471 Regulation 12 (2)	Date of the incident plus 3 years provided. All records relating to the incident will be held on personnel file (see previous)	Secure disposal	Yes
Control of Substances Hazardous to Health (CDSHH)	Control of Substances hazardous to Health Regulation 2002 S1 2002. No 2677 Regulations 17; Records kept under 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made Regulations 18 (2)	Date of incident plus 40 years	Secure disposal	
Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Control of asbestos at Work Regulations 2012 S1 1012 No 632 Regulations 19	Last action plus 40 years	Secure disposal	
Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records r controls, safety features and PPE  ..... Dose assessment and recording	The Ionising Radiation Regulations 2017. S1 2017 No 1075 Regulation 11 As amended by S1 2018 No 390. Personal Protective Equipment (Enforcement) Regulations 2018.	2 years from the date on which the examination was made. The record will include the condition of the equipment at the time of the examination  ..... We will keep the records made and maintained ( a copy of these records) until the person to the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made.	Secure disposal	

Fire precaution log books		Current year plus 3 years	Secure disposal	
Health and safety file to show current stat of the building including all alterations (wiring, plumbing, building works etc.) to be passed on in the case of change of ownership		Pass to new owner on sale or transfer of building		
<b>2.5 Financial Management</b>				
<b>Risk Management and Insurance</b>				
Employer's liability Insurance Certificate		From the closure of the school plus 40 years (May be kept electronically)	Secure disposal To be passed to the Local Authority if the school closes	
<b>Asset management</b>				
Inventories of furniture and equipment		Current year plus 6 years	Secure disposal	
Burglary, theft and vandalism report forms		Current year plus 6 years	Secure disposal	
<b>Accounts and Statements ( including budget management)</b>				
Annual accounts		Current year plus 6 years	Standard disposal	
Loans and grants managed by the school		Date of last payment on the loan plus 12 years the review	Secure disposal	
All records relating to the creation and management of budgets, including the annual budget statement and background papers.		Life of the budget plus 3 years	Secure disposal	
Invoices, receipts, order books and requisitions, delivery notices		Current financial year plus 6 years	Secure disposal	
Records relating to the identification and collection of monies		Current financial year plus 6 years	Secure disposal	
Records relating to the identification and collection of debt		Final payment of the debt plus 6 years	Secure disposal	
<b>Pupil Finance</b>				

Student Grant applications		Current year plus 3 years	Secure disposal	Yes
Pupil premium Fund records		Date pupil leaves the provision plus years	Secure disposal	Yes
<b>Contract Management</b>				
All records relating to the management of contracts under seal	Limitation act 1980	Last payment on the contract plus 12 years	Secure disposal	
All records relating to the management of contract under signature	Limitation act 1980	Last payment on the contract plus 6 years	Secure disposal	
Records relating to the monitoring of the contract		Life of the contract plus 6 years or 12 years depending on above	Secure disposal	
<b>School Fund</b>				
School fund – cheque books		For all – Current year plus 6 years	Secure disposal for all	
School fund – Paying in books				
School fund - Ledger				
School fund - Invoices				
School fund - Receipts				
School fund – Bank statements				
School fund - Journey books				
<b>School Meals Management</b>				
Free school meals register (where the register is used as a basis for funding)		Current year plus 6 years	Secure disposal	Yes
School meals register		Current year plus 3 years	Secure disposal	Yes
School meals summary sheets		Current year plus 3 years	Secure disposal	Yes
<b>Property Management</b>				
Title deeds of the property belonging to the school		These will follow the property unless the property has been registered with the Land Registry		
Plans of the property belonging to the school		These will be retained whilst the building belongs to the school and will be passed on to any new owners if the building is leased or sold		
Lease of property leased by or to the school		Expiry of lease plus 6 years	Secure disposal	

Records relating to the letting of the school premises		Current financial year plus 6 years	Secure disposal	
<b>Maintenance</b>				
All records relating to the maintenance of the school carried out by contractors		These will be retained whilst the building belongs to the school and should be passed on to any new owners of the building if it is leased or sold.	Secure disposal	
All records relating to the maintenance of the school carried out by school employees including maintenance log books		These will be retained whilst the building belongs to the school and will be passed on to any new owners of the building if it is leased or sold.	Secure disposal	
<b>3. Pupil Management (incl. child protection)</b>				
<b>3.1 Admissions Process</b>				
All records relating to the creation and implementation of the School Admissions Policy	School Admissions Code Statutory guidance for admissions authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy plus 3 years then review	Secure disposal	
Admissions – if the admission is successful	School Admissions Code Statutory guidance for admissions authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission plus 1 year	Secure disposal	Yes
Admissions – if the appeal is unsuccessful	School Admissions Code Statutory guidance for admissions authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission plus 1 year	Secure disposal	Yes
Register of admissions	School Admissions Code Statutory guidance for admissions authorities,	Every entry in the admission register will be presented for a period of 3 years after the date on which the entry was made	Keep permanently in case of enquiries from past pupils	

	governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014			
Proofs of address supplied by parents as part of the admissions process	School Admissions Code Statutory guidance for admissions authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year plus 1 year	Secure	Yes
Supplementary information form including additional information such as religion, medical conditions etc				
For successful admissions		This information will be added to the pupil file	Secure	
For unsuccessful admissions		Until appeals process completed (GDPR)	Secure	
<b>3.2 Pupils' educational record</b>				
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 Primary	The Education (Pupil Information) ( England) Regulations 2005 S1 2005 No.1437 As amended by S1 2018 No 688	This will be retained whilst the child remains at the primary school	The file will follow the pupil when he/she leaves the primary school. This includes: To another primary school To a secondary school To a pupil referral units	Yes
Examination results - Public		The information will be added to the pupil file	All uncollected certificates will be returned to the examination board after reasonable attempts to contact the pupil have been made	
Examination results – internal		The information will be added to the pupil file		

Child protection information held on pupil file	'Keeping children safe in education Statutory guidance for schools and colleges 2018' 'Working together to safeguard children. A guide to inter-agency working to safe guard and promote the welfare of children 2018.'	If any records relating to child protection issues are placed on the pupil file, it will be in a sealed envelope and then retained for the same period as the pupil file.	Secure disposal	Yes
Child protection information held in separate files	Keeping children safe in education Statutory guidance for schools and colleges 2018' 'Working together to safeguard children. A guide to inter-agency working to safe guard and promote the welfare of children 2018.'	DOB of the child plus 25 years then review.	Secure disposal	Yes

### 3.3. Attendance

Attendance registers	School attendance Departmental advice for maintained schools, Academies, independent school and local authorities. October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	Secure	Yes
Correspondence relating to any absence (authorized or unauthorised.)	Education Act 1996 section 7	Current academic year plus 2 years	Secure	Potential
Special Educational needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy.	Children and Family's Act 2014 : Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 31 years [ <i>Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]</i>	Secure	Yes

### 4. Curriculum and Extra-curricular activities

Curriculum returns		Current year + 3 years	SECURE	No
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Examination Results (school's copy)		Current year + 6 years	SECURE	Yes
SATS - Examination Papers		We no longer have the Year 6 SAT papers returned to us physically we are able to access an electronic copy	SECURE	
SATS - Published Admission Number (PAN) Reports		Current year + 6 years	SECURE	Yes
SATS - Value Added and Contextual Data		Current year + 6 years	SECURE	Yes
<b>4.1 Statistics and Management information</b>				
Self-Evaluation Forms			Secure disposal	Yes
Internal moderation		Academic year + 1 academic year	Secure disposal	Yes
External moderation		Until superseded	Secure disposal	Yes
<b>4.2 Implementation of Curriculum</b>				
Schemes of work		Current year + 1 year	Review and secure disposal as necessary	
Timetable		Current year + 1 year		
Class record books		Current year + 1 year		
Mark books		Current year + 1 year		
Record of homework set		Current year + 1 year		
Pupil's work		Where possible, the pupil's work will be returned to the pupil at the end of the academic year.	Secure disposal	
<b>4.3 School trips</b>				
Parental consent forms for school trips where there has been no major incident		After the trip.	Secure disposal	Yes
Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980 (Section 2)	Date of birth of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip will be retained to show that the rules had been followed for all pupils	Secure disposal	Yes
<b>4.4 School support organisations - Family Liaison Officers and Home School Liaison Assistants</b>				
Day books		Current year + 2 years then review	Secure disposal	Yes
Reports for outside agencies – where the report has been included on the case file created by the outside agency		Whilst child is attending our school and then passed onto the next school as part of the transfer process	Secure disposal	Yes
Referral forms		While the referral is current	Secure disposal	Yes
Contact data sheets		Current year then review, if contact is no longer active then this will be destroyed	Secure disposal	Yes

Contact database entries		Current year then review, if contact is no longer active then this will be destroyed	Secure disposal	Yes
Group registers		Current year + 2 years		Yes
<b>PTA</b>				
Records relating to the creation and management of school PTA.		Current year + 6 years then review	Secure disposal	
<b>5. Central Government and Local Authority</b>				
<b>5.1 Local Authority</b>				
Secondary Transfer Sheets (primary)		Current year + 2 years	Secure disposal	Yes
Attendance returns		Current year + 1 year	Secure disposal	Yes
School census returns		Current year + 5 years	Secure disposal	
Circulars and other information sent from the local authority		Operational use	Secure disposal	
<b>5.2 Central Government</b>				
Secondary Transfer Sheets (primary)		Current year + 2 years	Secure disposal	Yes
OFSTED reports and papers where a physical copy is held		Life of the report then review	Secure disposal	
Returns made to central government		Current year + 6 years	Secure disposal	
Circulars and other information sent from central government		Operational use	Secure disposal	