

# RETENTION SCHEDULE

The main categories of record held by the organisation and the associated approved retention arrangements

## Table of Contents

Introduction.....	3
Limitation of Scope.....	3
Objectives of the Retention Guidelines.....	4
Destruction of Records.....	4
General and Miscellaneous records.....	4
Reviewing the Schedule.....	5
Explanation of Retention Guideline Headings.....	5
1. Management of the School.....	6
1.1 Governing Body.....	6
1.2 Management of the School.....	9
1.3 Admissions.....	11
1.4 Operational Administration.....	12
2. Human Resources.....	13
2.1 Recruitment.....	13
2.2 Staff Management.....	15
2.3 Disciplinary & Grievance Process.....	15
2.4 Health & Safety.....	16
2.5 Payroll & Pensions.....	18
3. Financial management of the School.....	18

3.1 Risk Management & Insurance.....	18
3.2 Asset Management.....	19
3.3 Accounts & Statements.....	19
3.4 Contracts.....	20
3.5 School Funds.....	20
3.6 School Meals.....	21
4. Property Management.....	21
4.1 Property Management.....	21
4.2 Maintenance.....	22
5. Pupil Management.....	23
5.1 Educational Record.....	23
5.2 Attendance.....	25
5.3 Special Educational Needs.....	25
5.4 Other Pupil Records.....	26
6. Curriculum Management.....	27
6.1 Statistics & Management Information.....	27
6.2 Implementation of Curriculum.....	27
7. Extra-Curricular Activities.....	28
7.1 Educational Visits outside the Classroom.....	29
8. Central Government & Local Authority.....	29
8.1 LEA.....	29
8.2 Central Government.....	30
9. Information Governance.....	30
9.1 Information Governance.....	30

## Introduction

This Retention Schedule attempts to identify processes which our records support, rather than identifying individual types of records. This is for two reasons:

- To make the retention period apply to all records independent of any format, i.e. the same rules apply to a paper file, an e-mail or another electronic document
- To allow flexibility in developing the schedule to cover new processes and amend existing ones over time.

The Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

Records intended for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection law.

Secure disposal should be taken to mean disposal using confidential waste bins disposed of by registered confidential waste operators or by other secure means; or shredded using a cross cut shredder.

## Limitation of Scope

Very few types of records have specified time periods for retention in law or in official government guidance. Where such advice exists, it is included in this Schedule. Where advice does not exist, it is up to us to decide how long we wish to retain records. This Schedule gathers together retention criteria from a comprehensive best practice review of a wide range of organisations across the country.

## Objectives of the Retention Guidelines

The aims of the Guideline are to:

- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
- Provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of unnecessary storage
- Promote improved Records Management practices which gives the public confidence that when information is destroyed it is done so according to well-considered rules.

## Destruction of Records

Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

Records that are currently (or known to be in the future) the subject of a Data Protection request or appeal, must not be destroyed until that request or appeal has been completed. To knowingly destroy a record when it is subject to a request/complaint is an offence.

## General and Miscellaneous records

There are some records that do not need to be kept at all that staff may routinely destroy in the normal course of business. However, the retention schedule must still contain reference and instructions referring to them.

This usually applies to information that is duplicated, unimportant or only of short-term value. Unimportant records or information include:

- 'With compliments' slips
- Catalogues and trade journals
- Telephone message slips

- Non-acceptance of invitations
- Trivial email messages or notes that are not related to our business
- Requests for stock information such as maps, plans or advertising material
- Out-of-date distribution lists
- Working papers which lead to a final report

Duplicated and superseded material such as manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under this rule. Electronic copies of documents where a hard copy has been printed and filed, and paper faxes after making and filing a photocopy, are also covered.

## Reviewing the Schedule

The schedule will be regularly reviewed and updated to ensure that we are complying with the latest legal advice. These changes will be reflected as soon as possible. Changes will be highlighted so that employees can keep track and modify their practices accordingly. The Schedule will be subject to the timetable for general review of all Information Governance policies.

## Explanation of Retention Guideline Headings

### **REF (Reference Number)**

Each identified function or entry has a unique reference number. This number can be applied to records when archiving to ensure that the correct retention period is applied.

### **Title**

The Schedule provides a description of a process or an activity that the records support.

### **Data Protection Issues**

Explains whether the records are likely to contain personal data.

### **Statutory Provisions**

Details of any legislation, statutory instrument (SI) or other regulatory guidance which provide direction in how long a record should be retained

### Retention Period

This field shows the length of time for which a record should be kept. This period (usually in years) can be applied from the date a record is created, when a record is closed or tied into another specified activity such as a date of birth.

### Action to be taken

This field details any action that should be taken once a retention period has expired, the level of secure destruction and will also specify whether a type of record should be transferred to the County Record Office for permanent preservation

## The Schedule

### 1. Management of the School

#### 1.1 Governing Body

Ref.	Title	Data Protection Issues	Statutory Provisions	Retention Period	Action
1.1.1	Agendas for Trustee/ 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 (see below). All other copies can be disposed of	Secure Disposal
1.1.2a	Minutes of Trustee/ Governing Body meetings: Principal Set (signed)	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Date of meeting + 3 years	Secure Disposal

1.1.2b	Inspection Copies of Minutes of Trustee/ Governing Body meetings:	No		Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded
1.1.3	Reports presented to the Trustees/ 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
1.1.4	Trusts and Endowments managed by the Trustees/ Governing Body	No		For the lifetime of the Trust/Endowment + 7 years	Secure Disposal
1.1.5	Action plans created and administered by the Trustees/ Governing Body	No		Life of the action plan + 3 years	Secure Disposal
1.1.6	Policy documents created and administered by the Trustees/ Governing Body	No		Life of the policy + 3 years	Secure Disposal
1.1.7	Records relating to complaints dealt with by the Trustees/ 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

1.1.8	Trustee/Governor File. Information which the school holds about a Governor including contact details, published details and consents for data use	Yes		Date of leaving the role + 1 year	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	Governor File. Information which the school holds about a Governor including contact details, published details and consents for data use	Yes		Date of leaving the role + 1 year	Secure disposal
1.1.11	Governing body ballot papers	Yes		6 months (in case the election result is challenged)	Secure disposal
1.1.12	Records relating to the appointment of co-opted governors.	Yes		Provided the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children). In this case retain for 25 years	Secure disposal

<b>1.1.13</b>	Records relating to the election of parent and staff governors not appointed by the governors	Yes		Date of election plus 6 months	Secure disposal
<b>1.1.14</b>	Scheme of delegation and terms of reference for committees	No	Companies Act 2006 section 355	Until superseded or whilst relevant. (Schools may wish to retain these records for reference purposes in case decisions need to be justified)	Secure disposal
<b>1.1.15</b>	Memorandum of understanding of shared governance among schools	No	Companies Act 2006 section 355	Life of the Memorandum of Understanding + 6 years	Secure disposal
<b>1.1.16</b>	Directors - Appointment	Yes		Life of appointment + 6 years	Secure disposal
<b>1.1.17</b>	Directors - disqualification	Yes	Company Directors Disqualification Act 1986	Date of disqualification + 15 years	Secure disposal
<b>1.1.18</b>	Annual reports	No	Companies Act 2006 section 355	Date of report + 10 years	Secure disposal

## 1.2 Management of the School

1.2.1	Logbooks of activity in the school maintained by the Head Teacher	There may be data protection issues if the logbook refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then review	Secure Disposal
1.2.2	Minutes of Senior Management Team	There may be data protection issues if		Date of the meeting + 3 years then review	Secure Disposal

	meetings and the meetings of other internal administrative bodies	the minutes refers to individual pupils or members of staff			
1.2.3	Reports created by the Head Teacher 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 head teachers, deputy head teachers, 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

1.2.8	Parental Complaints	Yes	The Education (Independent School Standard) Regulations 2014	Should be retained as part of the Pupil Record	Secure Disposal
-------	---------------------	-----	--	--	-----------------

### 1.3 Admissions

1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	Regulation 5 of the Education (Pupil Registration) (England) Regulations 2006	Life of the policy + 3 years then review	Secure Disposal
1.3.2	Admissions – if the admission is successful	Yes	Regulation 5 of the Education (Pupil Registration) (England) Regulations 2006	Date of admission + 1 year	Secure Disposal
1.3.3	Admissions – if the appeal is unsuccessful	Yes	Regulation 5 of the Education (Pupil Registration) (England) Regulations 2006	Resolution of case + 1 year	Secure Disposal
1.3.4	Register of Admissions	Yes	Working Together to Improve School Attendance and School Attendance (Pupil Registration) (England) Regulations 2024	Every entry in the admission register must be preserved for a period of six years after the date on which the entry was made.	<b>Review.</b> Schools 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	Supplementary Information form including additional information such as religion, medical conditions etc: For successful admissions	Yes		This information should be added to the pupil file	Secure Disposal
1.3.6	Photographs of parents/ guardians in order to verify identify for collecting children from school	Yes		Associated with a Pupil Record	Secure Disposal

#### 1.4 Operational Administration

1.4.1	General file series	No		Current year + 5 years then REVIEW	Secure Disposal
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	Standard Disposal
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	Standard Disposal

1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	Standard Disposal
1.4.5	Visitors' Books and Signing in Sheets, including electronic visitor systems	Yes		Current year + 6 years then REVIEW	Secure Disposal
1.4.6	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

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	Unsuccessful candidates - all records leading up to the appointment of a new member of staff	Yes		Six months from interview.  Any copies of documents for ID, qualifications and right to work from shortlisted applicants must be destroyed immediately following recruitment decision.	Secure Disposal
2.1.3	Successful candidates - all	Yes		All the relevant information should be added to the staff	Secure Disposal

	records leading up to the appointment of a new member of staff			personal file (see below) and all other information retained for 1 year	
2.1.4	Pre-employment vetting information – DBS Checks	No	Part 4 of The Education (Independent School Standard) Regulations 2014 DBS Update Service Employer Guide Keeping children safe in education	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	Secure Disposal
2.1.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes	Part 4 of The Education (Independent School Standard) Regulations 2014	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	Secure Disposal
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	Part 4 of The Education (Independent School Standard) Regulations 2014 An employer’s guide to right to work checks (Home Office Feb 2024)	Where possible these documents should be added to the Staff Personal 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	Secure Disposal
2.1.7	Non-Disclosure Agreements (NDA) for non-contracted workers and volunteers	Yes	No	Review for destruction one year after the last date the individual worked on behalf of the school	

2.1.8	Work experience documentation	No	No	Review for destruction one year after the last date the individual worked on behalf of the school	
-------	-------------------------------	----	----	---	--

## 2.2 Staff Management

2.2.1	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	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 Disciplinary & Grievance Process

2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded <sup>5</sup>	Yes	Keeping children safe in education Working together to safeguard children	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
2.3.2a	Disciplinary Proceedings oral warning	Yes		Date of warning <sup>6</sup> + 6 months	Secure Disposal [If warnings are placed on personal files then they must be weeded from the file]

2.3.2b	Disciplinary Proceedings written warning – level 1	Yes		Date of warning + 6 months	Secure Disposal [If warnings are placed on personal files then they must be weeded from the file]
2.3.2c	Disciplinary Proceedings written warning – level 2	Yes		Date of warning + 12 months	Secure Disposal [If warnings are placed on personal files then they must be weeded from the file]
2.3.2d	Disciplinary Proceedings final warning	Yes		Date of warning + 18 months	Secure Disposal [If warnings are placed on personal files then they must be weeded from the file]
2.3.2e	Disciplinary Proceedings case not found	Yes		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	Secure Disposal [If warnings are placed on personal files then they must be weeded from the file]

## 2.4 Health & 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	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

2.4.4a	Accident Reporting Adults	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the incident + 3 years	Secure Disposal
2.4.4b	Accident Reporting Children	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the incident + 3 years	Secure Disposal
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	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	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure Disposal
2.4.7	Process of monitoring of areas where	No		Last action + 50 years	Secure Disposal

	employees and persons are likely to have become in contact with radiation				
2.4.8	Fire Precautions logbooks	No		Current year + 6 years	Secure Disposal
<b>2.4.9</b>	Fire risk assessments	No	Fire service order 2005	Life of the risk assessment + 6 years	Secure disposal

## 2.5 Payroll & Pensions

2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	Secure Disposal
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years	Secure Disposal
2.5.3	Pension documentation (Copies of all Opt-in and Opt-out forms and any correspondence in relation to pension)	Yes	Pension legislation	Held on personal file End of employment + 15 years	Secure Disposal

## 3. Financial management of the School

### 3.1 Risk Management & 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 & Statements

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 Bursary/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

### 3.4 Contracts

3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980 (Section 2)	Last payment on the contract + 12 years	Secure Disposal
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980 (Section 2)	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 Funds

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
3.5.7	School Fund – Journey Books	No		Current year + 6 years	Secure Disposal

### 3.6 School Meals

3.6.1	School Meals Registers	Yes		Current year + 3 years	Secure Disposal
3.6.2	School Meals Summary Sheets	No		Current year + 3 years	Secure Disposal

## 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 belonging 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
4.1.5	CCTV Register. List of CCTV cameras, locations and review outcomes.	No		The year which for which the register is current + 1 year	
4.1.6	CCTV Recordings: Routine automatic recording	Yes		Recordings are overwritten after 30 days	
4.1.7	CCTV Recordings for Investigations. Extracts from recordings to support investigations	Yes		Retention depends on the type of investigation and who is the investigating body. If it for an external body, the recording can be deleted once a copy is transferred. If it is the organisation's investigation, then it should be retained for the same retention period as the investigation records	Secure Disposal
4.1.8	CCTV access requests. Records of requests received for copies of CCTV recordings	Yes		Retain for the year to which they relate + 1 year	Secure Disposal

## 4.2 Maintenance

4.2.1	All records relating to the maintenance	No		Current year + 6 years	Secure Disposal
-------	---	----	--	------------------------	-----------------

	of the school carried out by contractors				
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance logbooks	No		Current year + 6 years	Secure Disposal

## 5. Pupil Management

### 5.1 Educational Record

5.1.1	Pupil's Educational Record	Yes	The Education (Independent School Standard) Regulations 2014  The Education (Information About Individual Pupils) (England) Regulations 2013	Retain whilst the child remains at the school, then DoB +25 years	Secure Disposal
5.1.2a	Examination Results – Pupil Copies: Public	Yes		Unclaimed certificates may be destroyed 1 year after date of issue. However, schools can retain them longer if they wish; if keeping longer, it is suggested the certificate is added to the pupil file	If retaining, all uncollected certificates should be placed in the archived pupil record, after reasonable attempts to contact the pupil have failed. They

					should then be destroyed in line 5.1.1b
5.1.2b	Examination Results – Pupil Copies: Internal			This information should be added to the pupil file	
5.1.3	Child Protection information held on pupil file	Yes	Keeping children safe in education Working together to safeguard children	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. However, if there is an allegation of sexual abuse, the record should be kept indefinitely	Secure Disposal – these records <b>must</b> be shredded
5.1.4	Child protection information held in separate files	Yes	Keeping children safe in education Working together to safeguard children	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. However, if there is an allegation of sexual abuse, the record should be kept indefinitely	Secure Disposal – these records <b>must</b> be shredded
5.1.5	Attainment Assessments & Predictions	Yes		Retain in line with the retention period for the Pupil Record	Secure Disposal
5.1.6	Set/Stream/Ability Grouping Records	Yes		Retain in line with the retention period for the Pupil Record	Secure Disposal

5.1.7	Photographs of pupils for Pupil Record	Yes		Retain in line with the retention period for the Pupil Record	Secure Disposal
5.1.8	Pupil file held on MIS	Yes	DfE: School attendance Guidance for maintained schools, academies, independent schools and local authorities	<b>Primary school:</b> Retain for 6 years after the child has left <b>Secondary school:</b> Date of Birth of the pupil + 25 years	Secure deletion

## 5.2 Attendance

5.2.1	Attendance Registers	Yes	Working Together to Improve School Attendance and School Attendance (Pupil Registration) (England) Regulations 2024	Every entry in the attendance register must be preserved for a period of six years after the date on which the entry was made.	Secure Disposal
5.2.2	Correspondence relating to authorised absence		Regulation 5 of the Education (Pupil Registration) (England) Regulations 2006	Current academic year + 2 years	Secure Disposal

## 5.3 Special Educational Needs

5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	The Education (Independent School Standard) Regulations 2014  The Education (Information About Individual Pupils)	Date of Birth of the pupil + 25 years	<b>Review Note:</b> Some schools 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
-------	---	-----	---	---------------------------------------	---

			(England) Regulations 2013 Equality Act 2010		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	SEND Code of Practice if the school is approved under Section 41 of the Children & Families Act 2014 Equality Act 2010	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
5.3.3	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	It is a legal requirement to hold a current strategy. Strategies must be retained until superseded.	Secure Disposal unless the document is subject to a legal hold

#### 5.4 Other Pupil Records

5.4.1	School Library Record	Yes		Retain for one year after the child has left the school	Secure Disposal
5.4.2	Photo Books/ Files	Yes		If held separately from the Pupil Record, retain in line with the Pupil Record's retention period	Secure Disposal
5.4.3	Incident Logs (Records relating to instances of behaviour breaching school rules, e.g., bullying, racism etc, and records of exclusions if not	Yes		Retain in line with the Pupil Record's retention period, i.e., retain for date of birth +25 years of the youngest individual involved in an incident	Secure Disposal

	held on Pupil Record)				
5.4.4	Medical Logs (Records of administering first aid or agreed regular medication)	Yes		If not added to the Pupil Record, record in year groups to support retention in line with the Pupil Record	Secure Disposal
5.4.5	Emergency Parent/Guardian Contact Lists	Yes		Record in year groups to support retention in line with the Pupil Record.	Secure Disposal
5.4.6	Pupil data held on learning platforms	Yes		<b>Primary school:</b> Retain until pupil leaves to go to next school <b>Secondary school:</b> Retain until pupil leaves the school	Delete from platforms. Schools may be able to bulk delete years
5.4.7	Registers for breakfast clubs and after school clubs run by the school	Yes		Retain for 3 years after the child leaves the club.	Secure disposal

## 6. Curriculum Management

### 6.1 Statistics & Management Information

6.1.1	Curriculum Policy & Plans	No		Current year + 3 years	Secure Disposal
6.1.2	Examination Results (Schools Copy)	Yes		Current year + 6 years	Secure Disposal
6.1.3	Value Added and Contextual Data	Yes		Current year + 6 years	Secure Disposal
6.1.4	Self-Evaluation Forms	Yes		Current year + 6 years	Secure Disposal

## 6.2 Implementation of Curriculum

6.2.1	Schemes of Work	No	Regulation 2 of the Education (Independent School Standards) Regulations 2014	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure Disposal
6.2.2	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure Disposal
6.2.3	Class Record Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure Disposal
6.2.4	Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure Disposal
6.2.5	Record of 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-Curricular Activities

### 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	No	<a href="http://oeapng.info">Outdoor Education Advisers' Panel National Guidance website</a> <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years	Secure Disposal
7.1.2	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 consent form issued by the school for this period of time.
7.1.3	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	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	Secure Disposal

## 8. Central Government & Local Authority

## 8.1 LEA

8.1.1	Annual accounts of income and expenditure in respect of LA funded pupils	No	Education (Independent School Standards) Regulations 2014	Current year + 5 years	Secure Disposal
-------	--	----	---	------------------------	-----------------

## 8.2 Central Government

8.2.1	OFSTED or ICI inspection reports and papers	No		Life of the report then REVIEW	Secure Disposal
8.2.2	Returns made to central government	No	Education (Independent School Standards) Regulations 2014	Current year + 6 years	Secure Disposal
8.2.3	Circulars and other information sent from central government	No		Operational use	Secure Disposal

## 9. Information Governance

### 9.1 Information Governance

9.1.1	Records of Processing Activity	No	Data Protection Act 2018	Ongoing record	
9.1.2	Information Governance Report. Annual statement to Governing Body on compliance with Information law, including DPO	No	Data Protection Act 2018	Current year + 5 year	

	statement, performance data and audit outcomes				
<b>9.1.5</b>	Subject Access Requests	Yes	Data Protection Act 2018	Closure + 4 years	Secure Disposal
<b>9.1.6</b>	ICO Complaints: No further action	Yes		Closure + 1 year	Secure Disposal
<b>9.1.7</b>	ICO Complaints: Action required	Yes		Closure + 2 years	Secure Disposal