

Retention Guidance for Pupil Records

Financial Management					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record.
2.5.2	Pupil Premium Fund records	Yes		Date pupil leaves provision + 6 years	SECURE DISPOSAL
2.5.22	Free school meals registers	Yes		Current years + 6 years	SECURE DISPOSAL
2.5.24	School meals summary sheets	Yes		Current years + 3 years	SECURE DISPOSAL

Pupils					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record.
3.1.4	Admission Registers	Yes		5 years from date of entry (MIS)	SECURE DISPOSAL
3.2.4	Child Protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges 2020”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”	DOB + 25 years	SECURE DISPOSAL – must be shredded
	Records relating to any allegation of a child protection nature against a member of staff	Yes	“Keeping children safe in education Statutory guidance for schools and colleges 2020”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”	Until the person’s normal retirement or 10 years from the date of allegation whichever is the longer.	SECURE DISPOSAL – must be shredded
3.3.1	Attendance Registers	Yes		Date of register + 3 years	SECURE DISPOSAL
3.3.2	Correspondence relating to any absence authorised or unauthorised	Potential		Current academic year + 2 years	SECURE DISPOSAL

3.4.1	Special Educational Needs files, reviews and Education, Health & Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	Yes	Children and families Act 2014; Special Educational Needs and Disability Act 2001, section 14	Date of birth of the pupil + 31 years (EHCP 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)	SECURE DISPOSAL
	Pupil Files retained in School - Nursery	Yes		Retain for the time the pupil remains at the school	Transfer to primary school when the child leaves the school.
	Pupil Records held on MIS	Yes		Retain for 5 years SEN, LAC, Child Protection records held for DoB of pupil +31 years	SECURE DISPOSAL
	Any other record created in the course of contact with children	Yes		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL.
4.3.1	Parental permission slips for school trips - where there has been no major incidents	Yes		Conclusion of the school year	SECURE DISPOSAL
4.3.2	Parental permission slips for school trips - where there has been a major incidents	Yes	Limitation Act 1980	DOB of the pupil involved in the incident +25 years. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL
	Records created by school e.g. risk assessment to obtain approval to run an Educational Visit outside the classroom	No	3 part supplement to the Health and Safety of Pupils on Educational Visits. (HASPEV)(1998)	Date of the visit + 10 years	Safeguarding Officer Advice
	Accident reporting records	Yes		Current year + 3 years	