



WOODLANDS

SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Retention Schedule

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

Amended: June 2018

Approved by Governors: June 2018

Review date: September 2020

Reviewing Panel: Standards, staffing and curriculum (SSC)

Security Classification: Official

Woodlands School is part of Early Education Trust, a company limited by guarantee, registered in England and Wales, Company number 0451372. Registered Office: The Arlington School, Crut Road, Boreham, Essex, SS7 5RN

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Introduction

The Woodlands School 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 and Freedom of Information legislation.

Records for permanent preservation should be passed to the County's Record Office or other approved place of deposit.

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 within ECC which gives the public confidence that when information is destroyed it is done so according to well-considered rules.
- Assist in identifying records that may be worth preserving permanently as part of the authority's archives

Transfer of Records to a Record Office

Records identified in this schedule as 'permanent' are marked 'Offer to Archivist'. The Archivist may choose to select a sample of the records for permanent preservation in the County Archives; the remainder should be destroyed as specified in the Schedule. The sample may be random, selective or purposeful.

'Offer to Archivist for review' is used to indicate record classes where the Archivist will not usually be interested in retaining the class of records, but may wish to retain where there is a public interest in doing so.

Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of sensitivity at the time of transfer of the material to the archives, and an appropriate closure period agreed. The closure period should comply with Freedom of Information and Data Protection legislation and any internal policy.

Data Protection law provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely; provided specific requirements are met. It is the responsibility of the Archivist to ensure that further processing of personal data is lawful.

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 Freedom of Information, Data Protection, Environmental Information Regulations etc. official 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.

Explanation of 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.

Basis of retention

Details of any legislation, statutory instrument (SI) or other regulatory guidance which provide direction in how long a record should be retained. If blank, common practice is applied.

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 in to 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.

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.

Contents

Management of the School	6
Human Resources	7
Financial Management of the School.....	14
Property Management	17
Pupil Management	19
Curriculum Management	23
Extra-curricular Activities	25
Central Government and Local Authority	27

1. Management of the School

1.1 Governing Body					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
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	Common Practice	One copy should be retained with the master set of minutes. All other copies can be disposed	Secure Disposal
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	Common Practice		
	Principal Set (signed)			Permanent	If the school is unable to store these then they should be offered to the County Archives Service
	Inspection Copies			Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
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	Common Practice	Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	Secure Disposal or retain with the signed set of the minutes
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	Secure Disposal
1.1.5	Instruments of Government including Articles of Association	No	Common Practice	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 Governing Body	No	Common Practice	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 Governing Body	No	Common Practice	Life of action plan + 3 years	Secure Disposal

	Basic Description	File	Data Protection Issues	Basis of Retention	Retention Period	Action
1.1.8	Policy Documents created and administered		No	Common Practice	Life of policy + 3 years	Secure Disposal
1.1.9	Records relating to complaints dealt with by the Governing Body		No	Common Practice	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 Regulations 2002		No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	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	Common Practice	Date proposal accepted or declined + 3 years	Secure Disposal
1.1.12	Governor File. Information which the school holds about a Governor including contact details, published details and consents for data use		Yes	Common Practice	Date of leaving role + 1 year	

1.2 Head Teacher and Senior Management					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
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	Common Practice	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
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 log book refers to individual pupils or members of staff	Common Practice	Date of the meeting + 3 years then review	Secure Disposal
1.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the log book refers to individual pupils or members of staff	Common Practice	Date of the report + 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 log book refers to individual pupils or members of staff	Common Practice	Current academic year + 6 years the review	Secure Disposal
1.2.5	Professional Development Plans	Yes	Common Practice	Life of plan + 6 years	Secure Disposal

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
1.2.6	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	Common Practice	Date of correspondence + 3 years then review	Secure Disposal
1.2.7	School Development Plans	No	Common Practice	Life of plan + 3 years	Secure Disposal
1.3 Admission Process					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	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	Proofs of address supplied by parents as part of the admissions process	Yes	“	Current year + 1 year	Secure Disposal

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
1.3.5	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	REVIEW 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.
1.3.6	Admissions – Secondary Schools – Casual	Yes	Common Practice	Current year + 1 year	Secure Disposal
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc. For successful admissions For unsuccessful admissions	Yes	Common Practice	Information should be added to pupil file Until appeals process is completed	Secure Disposal Secure Disposal
1.3.8	Photographs of parents/guardians in order to verify identify for collecting children from school	Yes	Common Practice	Associated with Pupil Record	Secure Disposal

1.4 Operational Administration					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
1.4.1	General file series	No	Common Practice	Current year + 5 years then review	Secure Disposal
1.4.2	Records relating to the creation and publication of school brochure	No	Common Practice	Current year + 3 years	Standard Disposal
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Common Practice	Current year + 1 year	Standard Disposal
1.4.4	Newsletters and other items with a short operational use	No	Common Practice	Current year + 1 year	Standard Disposal
1.4.5	Visitors book and Signing in sheets	Yes	Common Practice	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	Common Practice	Current year + 6 years then review	Secure Disposal

2. Human Resources

2.1 Recruitment					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
2.1.1	All records leading up to the appointment of a new Headteacher	Yes	Common Practice	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	Common Practice	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 candidates	Yes	Common Practice	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	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	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	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes	Common Practice	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	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	An employer’s guide to right to work checks [Home Office May 2015]	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	

2.2 Operational Staff Management					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
2.2.1	Staff Personal File	Yes	Limitation act 1980	Termination of Employment + 6 years	Secure Disposal
2.2.2	Timesheets	Yes	Common practice	Current year + 6 years	Secure Disposal
2.2.3	Annual appraisal/assessment records	Yes	Common Practice	Current year + 5 years	Secure Disposal
2.3 Management of Disciplinary and Grievance Process					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	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 (must be shredded)

2.3 Management of Disciplinary and Grievance Process					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	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 (must be shredded)
2.3.2	Disciplinary Proceedings	Yes	Common Practice		
	Oral Warning			Date of warning + 6 months	Secure Disposal
	Written Warning – level 1			Date of warning + 6 months	Secure Disposal
	Written Warning – level 2			Date of warning + 12 months	Secure Disposal
	Final Warning			Date of warning + 18 months	Secure Disposal
	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					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
2.4.1	Health and Safety Policy Statements	No	Common Practice	Life of Policy + 3 years	Secure Disposal
2.4.2	Health and Safety Risk Assessments	No	Common Practice	Life of risk assessment + 3 years	Secure Disposal
2.4.3	Records relating to accident/injury at work	Yes	Common Practice	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	Social Security Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of incident + 6 years	Secure Disposal
	Children			DOB of child + 25 years	Secure Disposal

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
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.	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 R	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	Common Practice	Last action + 50 years	Secure Disposal
2.4.8	Fire Precaution log books	No	Common Practice	Current year + 6 years	Secure Disposal

2.5 Payroll and Pensions					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 year	Secure Disposal
2.5.2	Records held under Retirement Benefits Schemes	Yes	Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 year	Secure Disposal

3. Financial Management of the School

3.1 Risk Management and Insurance					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
3.1.1	Employers Liability Insurance Certificate	No	Common Practice	Closure of school + 40 years	Secure Disposal
3.2 Asset Management					
3.2.1	Inventories of furniture and equipment	No	Common Practice	Current year + 6 years	Secure Disposal
3.2.2	Burglary, theft and vandalism report forms	No	Common Practice	Current year + 6 years	Secure Disposal

3.3 Accounts and Statements					
3.3.1	Annual Accounts	No	Common Practice	Current year + 6 years	Standard Disposal
3.3.2	Loans and grants managed by school	No	Common Practice	Date of last payment on loan + 12 years then review	Secure Disposal
3.3.3	Student Grant applications	Yes	Common Practice	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	Common Practice	Life of budget + 3 years	Secure Disposal
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No	Common Practice	Current Financial year + 6 years	Secure Disposal
3.3.6	Records relating to the collection and banking of money	No	Common Practice	Current Financial year + 6 years	Secure Disposal
3.3.7	Records relating to the identification and collection of debt	No	Common Practice	Current Financial year + 6 years	Secure Disposal
3.4 Contract Management					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on contract + 12 years	Secure Disposal

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on contract + 12 years	Secure Disposal
3.4.3	Records relating to the monitoring of contracts	No	Common Practice	Current year + 2 years	Secure Disposal
3.5 School Fund					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
3.5.1	Cheque Books	No	Common Practice	Current year + 6 years	Secure Disposal
3.5.2	Paying in books	No	Common Practice	Current year + 6 years	Secure Disposal
3.5.3	Ledger	No	Common Practice	Current year + 6 years	Secure Disposal
3.5.4	Invoices	No	Common Practice	Current year + 6 years	Secure Disposal
3.5.5	Receipts	No	Common Practice	Current year + 6 years	Secure Disposal
3.5.6	Bank statements	No	Common Practice	Current year + 6 years	Secure Disposal
3.5.7	Journey Books	No	Common Practice	Current year + 6 years	Secure Disposal
3.6 School Meals					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
3.6.1	Free school meal register	Yes	Common Practice	Current year + 6 years	Secure Disposal
3.6.2	School meal register	No	Common Practice	Current year + 3 year	Secure Disposal
3.6.3	School meal summary sheets	No	Common Practice	Current year + 3 years	Secure Disposal

4. Property Management

4.1 Property Management					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
4.1.1	Title deeds of properties belonging to the school	No	Common Practice	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	Common Practice	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	Common Practice	Expiry of lease + 6 years	Secure Disposal
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
4.1.4	Records relating to the letting of school premises	No	Common Practice	Current financial year + 6 years	Secure Disposal
4.1.5	CCTV Register. List of CCTV cameras, locations and review outcomes.	No	Common Practice	The year which for which the register is current + 1 year	
4.1.6	CCTV Recordings: Routine automatic	Yes	Common Practice	Recordings are overwritten after 30 days	

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
4.1.7	CCTV Recordings for Investigations. Extracts from recordings to support investigations	Yes	Common Practice	Retention depends on the type of investigation and who is the investigating body. If it's 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	Common Practice	Retain for the year to which they relate + 1 year	Secure Disposal
4.2 Maintenance					
4.2.1	All records relating to the maintenance of the school carried out by contractors	No	Common Practice	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	Common Practice	Current year + 6 years	Secure Disposal

5. Pupil Management

5.1 Pupil Education Record					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005		
	Primary			Retain whilst child is at school	The file should follow the pupil when he/she leaves the primary school.
	Secondary		Limitation Act 1980	Date of birth of pupil + 25 years	Secure Disposal
5.1.2	Exam Results – pupil copies	Yes	Common Practice		
	Public			Information should be added to pupil file	All uncollected certificates should be returned to the examination board.
	Internal			Information should be added to pupil file	
5.1.3	Child Protection information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	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 – must be shredded

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
5.1.3	Child Protection information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	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 – must be shredded
5.1.4	Child Protection information held in separate files	Yes	“ Principal copy of this information will be found on the Local Authority Social Services record	Date of Birth of child + 25 years then review	Secure Disposal – must be shredded
5.1.5	Attainment Assessments & Predictions	Yes	Common Practice	Retain in line with the retention period for Child’s Pupil Record	Secure Disposal
5.1.6	Set/Stream/Ability Grouping Records	Yes	Common Practice	Retain in line with the retention period for Child’s Pupil Record	Secure Disposal
5.1.7	Photographs of pupils for Pupil Record	Yes	Common Practice	Retain in line with the retention period for Child’s Pupil Record	Secure Disposal
5.2 Attendance					
5.2.1	Attendance Register	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of 3 years	Secure Disposal

5.2.2	Correspondence relating to authorised absence	No	Education Act 1996	Current academic year + 2 years	Secure Disposal
5.3 SEN					
5.3.1	Special Educational Needs files, reviews, Individual Education Plans and S&L records	Yes	Limitation Act 1980	Date of Birth of pupil + 35 years This is local authority guidance	Secure disposal
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of Birth of pupil + 35 years	Secure Disposal – unless document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of Birth of pupil + 35 years	Secure Disposal – unless document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of Birth of pupil + 35 years	Secure Disposal – unless document is subject to a legal hold
5.4 Other Pupil Records					
5.4.1	School Library Record	Yes	Common Practice	Retain for one year after the child has left the school	Secure Disposal
5.4.2	Photo Books/ Files	Yes	Common Practice	If held separately from the Pupil Record, retain in line with the Pupil Record's retention period	Secure Disposal

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
5.4.3	Incident Logs (Records relating to instances of behaviour breaching school rules)	Yes	Common Practice	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
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
5.4.4	Medical Logs (Records of administering first aid or agreed regular medication)	Yes	Common Practice	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	Common Practice	Record in year groups to support retention in line with the Pupil Record.	Secure Disposal

6. Curriculum Management

6.1 Statistics and Management					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
6.1.1	Curriculum returns	No	Common Practice	Current year + 3 years	Secure Disposal
6.1.2	Exam Results (school copy)	Yes	Common Practice	Current year + 6 years	Secure Disposal

6.1 Statistics and Management continued	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
	SATS records	Yes	Common Practice		
	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.	Secure Disposal
	Exam 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	Common Practice	Current year + 6 years	Secure Disposal
6.1.4	Value Added and Contextual Data	Yes	Common Practice	Current year + 6 years	Secure Disposal
6.1.5	Self-Evaluation forms	Yes	Common Practice	Current year + 6 year	Secure Disposal
6.2 Implementation of Curriculum					
6.2.1	Schemes of Work	No	Common Practice	Current year + 1 year	Review these records at the end of each year or secure disposal
6.2.2	Timetable	No	Common Practice	Current year + 1 year	"
6.2.3	Class Record Books	No	Common Practice	Current year + 1 year	"
6.2.4	Mark Books	No	Common Practice	Current year + 1 year	"
6.2.5	Record of homework set	No	Common Practice	Current year + 1 year	

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
6.2.6	Pupils Work	No	Common Practice	Where possible pupils' work should be returned to the pupil at the end of the academic year – if not current year + 1 year	Secure Disposal

7. Extra-Curricular Activities

7.1 Educational Visits					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	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	Outdoor Education Advisers' Panel specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of Visit + 10 years	Secure Disposal
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes	Common Practice	Conclusion of trip Consent forms could be retained for DOB + 22 year	Secure Disposal

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	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
7.2 Walking Bus					
7.2.1	Walking Bus Register	Yes	Common Practice	Date of register + 3 years	Secure Disposal
7.3 Family Liaison Officers					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
7.3.1	Day Books	Yes	Common Practice	Current year + 2 years	Secure Disposal
7.3.2	Reports for outside agencies	Yes	Common Practice	Whilst child is attending school and then destroy	Secure Disposal
7.3.3	Referral Forms	Yes	Common Practice	While referral is current	Secure Disposal
7.3.4	Contact data sheets	Yes	Common Practice	Current year then review, if contact is no longer active then destroy	Secure Disposal
7.3.5	Contact database entries	Yes	Common Practice	Current year then review, if contact is no longer active then destroy	Secure Disposal
7.3.6	Group Registers	Yes	Common Practice	Current year + 2 years	Secure Disposal

8. Central Government and Local Authority

8.1 Local Authority					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
8.1.1	Secondary Transfer Sheets	Yes	Common Practice	Current year + 2 years	Secure Disposal
8.1.2	Attendance Returns	Yes	Common Practice	Current year + 1 year	Secure Disposal

	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
8.1.3	School Census Returns	No	Common Practice	Current year + 5 years	Secure Disposal
8.1.4	Circulars and other information sent from local authority	No	Common Practice	Operational use	Secure Disposal
8.2 Central Government					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
8.2.1	OFSTED reports and papers	No	Common Practice	Life of report then review	Secure Disposal
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
8.2.2	Returns made to central government	No	Common Practice	Current year + 6 years	Secure Disposal
8.2.3	Circulars and other information sent from central government	No	Common Practice	Operational use	Secure Disposal

9. Information Governance

9.1 Information Governance					
	Basic File Description	Data Protection Issues	Basis of Retention	Retention Period	Action
9.1.1	Records of Processing Activity	No	Common Practice	Ongoing Record	
9.1.2	Information Governance Report. Annual statement to Governing Body on compliance with Information law, including DPO statement, performance data and	No	Common Practice	Current year + 1 year	

	audit outcomes				
9.1.3	Freedom of Information Requests	Yes	Common Practice	Closure + 1 year	Secure Disposal
9.1.4	Environmental Information Requests	Yes	Common Practice	Closure+ 1 year	Secure Disposal
9.1.5	Subject Access Requests	Yes	Common Practice	Closure + 5 years	Secure Disposal
9.1.6	ICO Complaints: No further action	Yes	Common Practice	Closure + 1 year	Secure Disposal
9.1.7	ICO Complaints: Action required	Yes	Common Practice	Closure + 2 year	Secure Disposal



Signed: _____
Head Teacher

Dated: 24th June 2018



Signed: _____
Chair of Governors

Dated: 24th June 2018

