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## 4.0 Record Retention and Deletion Policy

Cardinal Newman Catholic High School

Version 1.0

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<b>Job Role</b>	Headteacher
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This document will be reviewed annually and sooner when significant changes are made to the law

Guidance from the Department for Education about school policies can be found here:

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

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## 4.1 Introduction

This record retention and deletion policy contains recommended retention periods for the different record series created and maintained by Cardinal Newman Catholic High School. The schedule refers to all information whether it is held in hard copy or electronic format including cloud and web based or on third party platforms.

Some of the retention periods are governed by statute. Others are guidelines, following best practice, employed by schools throughout the United Kingdom. Every effort has been made to ensure that these retention periods are compliant with the requirements of the UK General Data Protection Regulation 2018 (GDPR), the Data Protection Act 2018 (DPA), Article 8, the Human Rights Act 1998, the Freedom of Information Act 2000 (FOI) and the Code of Practice on Records Management (under Section 46 of the FOI).

Managing records series using these retention guidelines will be deemed to be 'normal processing' under the terms of the legislation noted above. If those record series are to be kept for longer or shorter periods than the time scales held in this document, the reasons for any deviation must be recorded.

**The Independent Inquiry into Child Sexual Abuse (IICSA) states:** "Institutions .... have an obligation to preserve records for the Inquiry for as long as necessary to assist the Inquiry. Prolonged retention of personal data by an organisation at the request of the Inquiry would not therefore contravene data protection legislation, provided **such information is restricted to that necessary to fulfil any potential legal duties that organisation may have in relation to the Inquiry.** An institution may have to account for its previous activities to the Inquiry so retention of the data will be regarded as necessary for this purpose."

**Therefore, any records that may be in scope of the inquiry because they pertain to matters relating to the care or abuse of children should be retained until further notice and the periods specified in this guidance, in relation to those records only, are suspended until further notice.**

## 4.2 Purpose

This policy, for managing records at Cardinal Newman Catholic High School has been drawn up in conformity with legislation, regulations affecting schools and best practice as promoted by the Information and Records Management Society of Great Britain.

This policy sets out guidelines for recording, managing, storing and the disposal of data, whether they are held on paper or electronically (including online), in order to assist staff, and the school, to comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) including as adopted by the United Kingdom as a result of its exit from the European Union ("UK GDPR"), Data Protection Act 2018 and the Freedom of Information Act 2000. It should be read and used in conjunction with all of our related policies.

It is expected that;

- All information held by schools needs to be justifiable, by reference, to its purpose.
- Schools must be transparent and accountable as to what data they hold.
- Schools must understand and explain the reasons why they hold data.
- Schools must be able to respond to Subject Access Requests.
- Schools must be able to amend, delete or transfer data promptly upon any justified request.
- Schools must be able to audit how personal data was collected and when and why.

- Schools must hold sensitive data securely, accessed only by those with reason to view it and possess a policy as to why it is needed.

### 4.3 Disposal of Data

Article 5(e) of the GDPR states that personal data should be 'kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes... in order to safeguard the rights and freedoms of the data subject ('storage limitation').

Not all data needs to be destroyed. The school should determine whether records are to be selected for permanent preservation, or for destruction or to be transferred into a different format.

When information is no longer required, it should 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, 'regular' waste disposal and ribbon shredders are not secure.

Paper records should be cross-shredded, incinerated, or pulped.

CDs/DVDs/discs should be cut into pieces. Hard copy images, AV recordings and hard disks should be dismantled and destroyed. Where third party disposal companies are employed, a certificate of destruction must be obtained. Staff working for external provider should have been trained in the handling and destruction of confidential data.

If the school receives a request for records that have not yet been destroyed, even if they should have been destroyed, that record must still be made available to the requestor.

The Freedom of Information Act 2000 requires the school to maintain a list of all records that have been destroyed and who authorised their destruction. This record should be retained for 15 years. The appropriate members of staff (Data Lead) should record:

- File reference and/or unique identifier
- File title or brief description of contents
- Number of files
- Name of the authorising officer

An example is contained in Annex A.

### 4.4 Transfer of Records to Archives

A school archive is different from official school records. A school archive preserves data where there is a legitimate interest in holding that information e.g. to commemorate a significant event in the life of the school. It can take on many characteristics and serve many purposes--but it neither compliments nor replaces the official record-keeping systems.

Where records have been identified as being worthy of permanent preservation, due to their historical or social value, they may be retained on site or transferred to the Local Authority Record Office.

Where the school decides to maintain an onsite archive, the school should consult with their Data Protection Officer to implement the following steps:

- Establish what information needs to be archived
- Select someone to serve as the archivist. This may be an additional function within an established role, to work alongside both the Data Protection Officer and Data Lead officer (where applicable).
- Select a physical location to house the collection, and determine what equipment and supplies are needed to accomplish the project for the first year and on a continuing basis e.g. safe storage, shelving
- Remember that archives can include electronic data e.g. schools may have digital photographs which are no longer displayed on their website or social media pages. Consider not only holding and cataloguing this data in a secure driver, but making potential requestors aware of its presence, through a dedicated website.
- Come to an agreement with the Local Authority Record Office, in order for the collected materials could be turned over if the school archives should be discontinued.

## 4.5 Transfer of Records to other Media

Where lengthy retention periods have been allocated to records, schools should consider converting paper records to other media (e.g. digital or virtual, 'cloud' based). The lifespan of the media, and the ability to migrate data, should be documented in a Digital Continuity Policy. A scanning risk assessment is recommended to ensure the procedure is adequate.

## 4.6 Transfer of Records to other Settings & 'Last Known School'

When a child leaves the school, all pupil records should be transferred in a secure manner, to the child's new school. If the records contain sensitive information (e.g. Child Protection records), proof of receipt must be obtained and logged by the school's Data Lead. All data held by the school should then be deleted, including all paper records and data stored electronically. A record should be kept for tracking and auditing purposes only.

Responsibility for maintaining the pupil record passes to the 'last known school'.

The school is the final or last known school if:

- secondary phase and the pupil left at 16 years old or for post-16 or independent education, or;
- at any point the pupil left for elective home education, they are missing from education, or have left the UK, or have died.

The Pupil Record should be retained as a whole for 25 years from the date of birth of the pupil, after which time, if no longer required, it can be deleted or destroyed.

SEN and other support service records can be retained for a longer period of 31 years to enable defence in a "failure to provide a sufficient education" case.

If a school wishes to retain data for analysis or statistical purposes, it should be done in an anonymised fashion.

## 4.7 Responsibility and Monitoring

The Head Teacher and/or Data Lead, hold primary and day to day responsibility, for implementing this policy. The Data Protection Officer, in conjunction with the school, is responsible for monitoring its use and effectiveness and resolving any queries with regards the interpretation of the policy.

All permissions to access data are granted by the Head Teacher and recorded in the member of staff's personnel file.

All teaching and office staff are given training and guidance on accessing and managing school records, to ensure compliance with the time scales laid out under the retention schedule. All members of staff, with access to records, are expected to;

- Manage their current record keeping systems using the Retention Policy.
- Only dispose of records in accordance with the requirements outlined in this policy, if authorised to do so.
- Ensure that any proposed divergence from the records retention schedule and disposal policies is authorised and documented by the Head Teacher.

This policy does not form part of any employee's contract of employment and is not intended to have a contractual effect. However, it does reflect the school's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the school but any changes will be notified to employees within one month of the date on which the change is intended to take effect. The school may also vary any parts of the procedure, including time limits, as appropriate.

## 4.8 Retention Tables

### 1. Governing Body

1.1 Management of Governing Body				
	Description	Statutory provision	Minimum Retention Period	Disposal method
1.1.1	Agendas for Governing Body meetings		One copy retained with the master set of minutes	
1.1.2	Minutes of Governing Body Meetings			
	Principal set (signed)		Permanent	
	Inspection Copies		Date of meeting + 3yrs	Secure disposal
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6mths	Secure disposal
1.1.4	Records relating to the appointment of co-opted governors		If decision to appoint has been recorded in minutes then records can be destroyed once the governor has finished their term of office	Secure disposal
1.1.5	Records relating to the election of chair and vice chair		Once decision to appoint has been recorded in minutes then records can be destroyed	Secure disposal
1.1.6	Scheme of delegation and terms of reference for committees		Until superseded, or whilst relevant	Secure disposal
1.1.7	Meeting schedules		Current year	Standard disposal
1.1.8	Reports presented to the Governing Body which are referred to in the minutes		Date of meeting + 10yrs	Secure disposal
1.1.9	Register of attendance at full Governors meeting		Date of last recorded meeting + 6yrs	Standard disposal
1.1.10	Records relating to Governor Monitoring Visits		Date of last visit + 3yrs	Secure disposal
1.1.11	Instruments of Government including Articles of Association		Permanent	Retained in the school archive and offered to county archives should the school close
1.1.12	Trusts and Endowments managed by the Governing Body		Permanent	Retained in the school archive and offered to county archives should the school close

1.1.13	Action plans created and administered by the Governing Body		Until superseded, or whilst relevant	Secure disposal
1.1.14	Policy documents created and administered by the Governing Body		Until superseded, or whilst relevant	Secure disposal
1.1.15	Records relating to complaints dealt with by the Governing Body		Date of resolution of complaint + minimum of 6yrs then review.	Secure disposal
1.1.16	Correspondence sent and received by the governing body or head teacher		General correspondence retained for current year + 3yrs	Secure disposal
1.1.17	Proposals concerning the change of status of a maintained school into Specialist Status School or Academy		Date proposal accepted or declined + 3yrs	Secure disposal

## 1.2 Governor Management

	Description	Statutory provision	Minimum Retention Period	Disposal method
1.2.1	Records relating to the appointment of a clerk to the governing body		Date on which appointment ceases + 6yrs	Secure disposal
1.2.2	Records relating to the terms of office of serving governors, including evidence of appointment		Date on which appointment ceases + 6yrs	Secure disposal
1.2.3	Records relating to governor declaration against disqualification criteria		Date on which appointment ceases + 6yrs	Secure disposal
1.2.4	Register of business interests		Date on which appointment ceases + 6yrs	Secure disposal
1.2.5	Governors code of conduct		One copy of each version should be kept for the life of the organisation	Secure disposal
1.2.6	Records relating to the training required and received by Governors including induction programme		Date on which appointment ceases + 6yrs	Secure disposal
1.2.7	Records relating to DBS checks – clerk and governors		Date of DBS check + 6mths	Secure disposal
1.2.8	Governor personnel files		Date on which appointment ceases + 6yrs	Secure disposal



## 2. School Management

2.1 Headteacher and Senior Management Team				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.1.1	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3yrs then review	Secure disposal
2.1.2	Reports created by the Headteacher or Management Team		Date of the report + 3yrs then review	Secure disposal
2.1.3	Records created by head teacher, deputy/assistant head teacher, head of year and other members of staff with pastoral responsibilities		Current academic year + 6yrs then review	Secure disposal
2.1.4	Correspondence created by headteacher, deputy/assistant head teacher, head of year and other members of staff with pastoral responsibilities		Date of correspondence + 3yrs then review	Secure disposal
2.1.5	School Development Plans		Life of the plan + 3yrs	Secure disposal

2.2 Operational Administration				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.2.1	General file series which do not fit under any other category		Current year + 5yrs then review	Secure disposal
2.2.2	Records relating to the creation and publication of the school prospectus		Current year + 3yrs	Standard disposal
2.2.3	Records relating to the creation and distribution of circulars to staff, parents or pupils		Current year + 1yr	Standard disposal
2.2.4	Newsletters and other items with a short operational use		Current year + 1yr	Standard disposal
2.2.5	Visitor's signing in sheets		Current year + 6yrs then review	Secure disposal
2.2.6	Records relating to the creation and management of PTA and / or Old Pupils Association		Current year + 6yrs then review	Secure disposal
2.2.7	School privacy notice which is made available for parents/pupils as part of GDPR compliance		Until superseded + 6yrs	Standard disposal
2.2.8	Consents relating to school activities as part of GDPR compliance		Consent will last whilst pupil is at school and can be destroyed or retained on pastoral file when they leave	Secure disposal

2.3 Human Resources - Recruitment				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.3.1	All records leading up to the appointment of a new headteacher		Date of appointment + 6yrs	Secure disposal
2.3.2	All records leading up to the appointment of a new member of staff-unsuccessful candidates		Date of appointment of successful candidate + 6mths	Secure disposal
2.3.3	All records leading up to the appointment of a new member of staff-successful candidates		All relevant information should be added to the personal file ( see below) all other information retained for 6mths	Secure disposal
2.3.4	Pre-employment vetting information-DBS checks-successful candidates	DBS Update service Employer Guide June 2014: Keeping children safe in education July 2018(Statutory Guidance from Dept. of education) Sections 73,74	Application forms, references and other documents-for the duration of the employee's employment + 6yrs	Secure disposal
2.3.5	Proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure		Should be carried out on-line. If a paper copy then retain in personal file.	Secure disposal
2.3.6	Pre-employment vetting information - evidence proving the right to work in the UK	An employer's guide to right to work checks (Home Office May 2015)	Add to staff personal file. If stored separately Home Office requires documents are kept for termination of employment plus not less than 2yrs	Secure disposal

2.4 Operational Staff Management				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.2.1	Staff Personal File	Limitation Act 1980 (Section 2)	Termination of Employment + 6yrs	Secure disposal
2.2.2	Timesheets		Current year + 6yrs	Secure disposal
2.2.3	Annual appraisal / assessment records		Current year + 6yrs	Secure disposal

2.5 Management of Disciplinary and Grievance Processes				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.5.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	"Keeping children safe in education. Statutory guidance for schools and colleges. September 2018" "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children. 2018"	Until the persons normal retirement age or 10yrs from the date of the allegation, whichever is the longer, then review. NOTE- allegations that are 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.
2.5.2	Disciplinary proceeding			Secure disposal - if placed on personal files then they must be weeded from the file
	Oral warning		Date of warning + 6mths	
	Written warning – level 1		Date of warning + 6mths	
	Written warning – level 2		Date of warning + 12mths	
	Final warning		Date of warning + 18mths	
	Case not found		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	

2.6 Payroll and Pensions				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.6.1	Absence & sickness records		Current year + 6yrs	Secure disposal
2.6.2	Maternity pay records		Current year + 6yrs	Secure disposal
2.6.3	Timesheets including Overtime		Current year + 6yrs	Secure disposal
2.6.4	Payroll awards		Current year + 6yrs	Secure disposal
2.6.5	Pre-payroll and payroll report		Current year + 6yrs	Secure disposal
2.6.6	Personal bank details		Until superseded + 6yrs	Secure disposal

2.7 Workforce Identity				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.7.1	Images used for identification purposes		Termination of Employment + 6yrs	Secure disposal
2.7.2	Images used in displays in school		Until the display is refreshed	Secure disposal
2.7.3	Images used for social media, marketing or other purposes		Until the media source is refreshed or in line with the document retention period	Secure disposal
2.7.4	Biometric data		Deleted once staff member leaves school	Secure disposal

2.8 Health and Safety				
	Description	Statutory provision	Minimum Retention Period	Disposal method
2.8.1	Health and Safety policy statements		Life of policy +3yrs	Secure disposal
2.8.2	Health and Safety risk assessments		Life of risk assessment +3yrs, provided that a copy of the assessment is also stored with the accident report if an incident has occurred.	Secure disposal
2.8.3	Records relating to any reportable death, injury, disease or dangerous occurrence.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 (Regulation 12(2))	Date of incident +3yrs provided that all records relating to the incident are held on personnel file.	Secure disposal
2.8.4	Accident reporting records	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980. Social Security (Claims & Payments) Regulations 1979 SI 1979 No 628. Security (Claims & Payments) SI 1987 No 1968 revokes all but Part 1 of SI 1979 no 628. Social Security Administration Act 1992 Sec. 8 Social Security (Claims & Payments) amendments (No30 Regulations 1993 SI 1993 No 2113.		
	Adults (at the time of the incident)		The Accident Book-3 yrs after the date of the last entry.	Secure disposal
	Children		The Accident Book-3 yrs after the date of the last entry.	Secure disposal
2.8.5	Control of Substances Hazardous to Health (COSHH)	Control of Substances Hazardous to Health 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)	Date of incident + 40yrs	Secure disposal
2.8.6	Process of monitoring of areas where employees and persons are	Control of Asbestos at Work Regulations	Last action + 40yrs	Secure disposal

	likely to have become in contact with asbestos.	2012 SI 1012 No 632 Regulation 19		
2.8.7	<p>Process of monitoring of areas where employees and persons are likely to have become in contact with radiation. Maintenance records or controls, safety features and PPE.</p> <p>_____</p> <p>Dose assessment and recording</p>	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11. As amended by SI2018 No 390 Personal Protective Equipment (Enforcement) Regulations 2018	<p>2 yrs from the date of examination - records to include the condition of the equipment at the time of the examination.</p> <p>_____</p> <p>To keep the records made and maintained until the person to whom the record relates has (or would have) reached 75 yrs of age. Minimum retention period 30 yrs from date of record.</p>	Secure disposal
2.8.8	Fire Precautions log books		Current year + 3yrs	Secure disposal

### 3. Financial Management of the School

3.1 Risk Management and Insurance				
	Description	Statutory provision	Minimum Retention Period	Disposal method
3.1.1	Employer's Liability Insurance Certificate		Closure of the school + 40yrs	Secure disposal

3.2 Asset Management				
	Description	Statutory provision	Minimum Retention Period	Disposal method
3.2.1	Inventories of furniture and equipment		Current year + 6yrs	Secure disposal
3.2.1	Burglary, theft and vandalism report forms		Current year + 6yrs	Secure disposal

3.3 Accounts and Statements (including budget management)				
	Description	Statutory provision	Minimum Retention Period	Disposal method
3.3.1	Annual Accounts		Current year + 6yrs	Standard disposal
3.3.2	Loans and grants managed by the school		Date of the last payment +12yrs then review	Secure disposal
3.3.3	Student Grant Applications		Current year + 3yrs	Secure disposal

3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers		Life of the budget + 3yrs	Secure disposal
3.3.5	Invoices, receipts, order books and requisitions, delivery notes		Current financial year + 6yrs	Secure disposal
3.3.6	Records relating to the collection and banking of monies		Current financial year + 6yrs	Secure disposal
3.3.7	Records relating to the identification and collection of debt		Final payment of debt + 6yrs	Secure disposal

3.4 Contract Management				
	Description	Statutory provision	Minimum Retention Period	Disposal method
3.4.1	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment of the contract + 12yrs	Secure disposal
3.4.2	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment of the contract + 6yrs	Secure disposal
3.4.3	Records relating to the monitoring of contracts		Current year + 6yrs	Secure disposal

3.5 School Fund				
	Description	Statutory provision	Minimum Retention Period	Disposal method
3.5.1	School fund-cheque books		Current year + 6yrs	Secure disposal
3.5.2	School fund-paying in books		Current year + 6yrs	Secure disposal
3.5.3	School fund-ledger		Current year + 6yrs	Secure disposal
3.5.4	School fund-invoices		Current year + 6yrs	Secure disposal
3.5.5	School fund-receipts		Current year + 6yrs	Secure disposal
3.5.6	School fund-bank statements		Current year + 6yrs	Secure disposal
3.5.7	School fund-journey books		Current year + 6yrs	Secure disposal

3.6 School Meals Management				
	Description	Statutory provision	Minimum Retention Period	Disposal method
3.6.1	Free School Meals Register		Current year + 6yrs	Secure disposal
3.6.2	School Meals Register		Current year and then data anonymised by service provider	Secure disposal
3.6.3	School Meals Summary Sheets		Current year + 6yrs	Secure disposal

#### 4. Property Management

4.1 Property Management				
	Description	Statutory provision	Minimum Retention Period	Disposal method
4.1.1	Records relating to the letting of school premises		Current financial year + 6yrs	Secure disposal

4.2 Maintenance				
	Description	Statutory provision	Minimum Retention Period	Disposal method
4.2.1	All records relating to the maintenance of the school carried out by contractors		Current year + 6yrs	Secure disposal
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books		Current year + 6yrs	Secure disposal

4.3 CCTV images				
	Description	Statutory provision	Minimum Retention Period	Disposal method
4.3.1	Storage of CCTV images		Date of recording + 5mths then review. Occasionally recordings may be retained subject to review with the consent of the headteacher where there is a valid reason.	Secure disposal

#### 5. Pupil Management

5.1 Admissions Process				
	Description	Statutory provision	Minimum Retention Period	Disposal method
5.1.1	All records relating to the creation and implementation of the School Admissions' Policy	School Admissions code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of the policy + 3yrs then review	Secure disposal
5.1.2	Admissions - if the admission is successful	As above	Date of admission + 1yr	Secure disposal

5.1.3	Admission - if the appeal is unsuccessful	As above	Resolution of case + 1yr	Secure disposal
5.1.5	Admission - casual		Current year + 1yr	Secure disposal
5.1.6	Proof of address supplied by parents as part of the admission process	As above	Current year + 1yr	Secure disposal
5.1.7	Supplementary information form including additional information such as religion. Medical conditions etc.  For successful admissions  For unsuccessful admissions		Information should be added to the pupil file  Until appeals process completed	Secure disposal  Secure disposal
5.1.8	Home address, ethnicity, religion, medical information and attendance		Whilst the pupil remains at school + 3yrs	Secure disposal
5.1.9	Emergency contact details		Deleted in a timely manner once pupil leaves school or upon parental request	Secure disposal

5.2 Pupil's Education Record.				
	Description	Statutory provision	Minimum Retention Period	Disposal method
5.2.1	Pupil's Educational Record by The Education (Pupil Information) (England) Regulations 2005 Which includes: Behaviour/incident records Exclusions information	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 Limitation Act 1980 (section 2)	Date of Birth of the pupil + 25yrs-NOTE- Files are routinely disposed of by cohort	Secure disposal
5.2.2	Public Examination Results-Pupil Copies		Date of Birth of the pupil +25yrs on pupil record. External exam certificates - minimum retention period 12m. Uncollected certificates are held indefinitely (storage space permitting) awaiting collection in view of the cost in obtaining a duplicate.	Secure disposal at the schools discretion after minimum retention period
5.2.3	School Report	Education (Pupil Information) (England) Regulations 2005, SI 2005/1437)	Date of Birth of the pupil + 25yrs	Secure disposal
5.2.4	Child Protection information held on pupil file	"Keeping children safe in education. Statutory guidance for schools and colleges. 2019" "Working together to safeguard children. A guide to inter-agency working to safeguard	If records are placed in pupil file they should be in a sealed envelope and retained for the same period of time as the pupil file	Secure disposal



		and promote the welfare of children. March 2018”	(DOB of the child +25yrs).These records will be subject to any instruction given by IICSA.	
5.2.5	Child Protection information held in separate files	“Keeping children safe in education. Statutory guidance for schools and colleges. 2019” “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children. March 2018”	DOB of the child + 25yrs then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy will be found on the LA Social Services record. These records will be subject to any instruction given by IICSA.	Secure disposal

5.3 Attendance				
	Description	Statutory provision	Minimum Retention Period	Disposal method
5.3.1	Attendance Registers	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Whilst the pupil remains at school + 3yrs	Secure disposal
5.3.2	Correspondence relating to any absence (authorised or unauthorised)	Education Act 1996 Section 7	Current academic year + 2yrs	Secure disposal

5.4 Special Educational Needs (SEN)				
	Description	Statutory provision	Minimum Retention Period	Disposal method
5.4.1	SEN 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	For EHCP(2015 onwards)-Date of Birth of the pupil + 31yrs (as a EHCP is valid until the individual reaches 25 years of age and the additional 6yrs is in line with the Limitation Act 1980) For all other SEN Date of Birth of the pupil + 25yrs	Secure disposal

5.5 Identity				
	Description	Statutory provision	Minimum Retention Period	Disposal method
5.5.1	Images (pupil photograph) retained for identification purposes		Whilst the pupil remains at school +3yrs	Secure disposal
5.5.2	Images used in displays in school		Until the display is refreshed	Secure disposal
5.5.3	Images used for social media, marketing or other purposes		Until the media source is refreshed or in line with the document retention period	Secure disposal
5.5.4	Biometric data		Deleted in a timely manner once pupil leaves school or upon request	Secure disposal

## 6. Curriculum Management

6.1 Statistics and Management Information				
	Description	Statutory provision	Minimum Retention Period	Disposal method
6.1.1	Curriculum returns		Current year + 3yrs	Secure disposal
6.1.2	Examination results (school copy)		Current year + 6yrs	Secure disposal
	SATs results (KS1/2)		Retained in pupil education file/records.	Secure disposal
6.1.3	Published Admission Number Reports (PAN)		Current year + 6yrs	Secure disposal
6.1.4	Value Added and Contextual Data		Current year + 6yrs	Secure disposal
6.1.5	Self Evaluation Forms		Current year + 6yrs	Secure disposal

6.2 Implementation of Curriculum				
	Description	Statutory provision	Minimum Retention Period	Disposal method
6.2.1	Schemes of work		Current year + 1yr	Secure disposal
6.2.2	Timetable		Current year + 1yr	Secure disposal
6.2.3	Class Record Books		Current year + 1yr	Secure disposal
6.2.4	Mark Books		Current year + 1yr	Secure disposal
6.2.5	Record of homework set		Current year + 1yr	Secure disposal
6.2.6	Pupils work		Should be returned to pupil at the end of the academic year.	Secure disposal (where pupil can be identified) if not returned to pupil

## 7. Extra-Curricular Activities

7.1 Educational Visits outside the Classroom				
	Description	Statutory provision	Minimum Retention Period	Disposal method
7.1.1	Records created by school to obtain approval to run an Educational Visit outside the classroom	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info/">http://oeapng.info/</a> Section 3 "Legal Framework and Employers Systems" and Section 4 –"Good Practice"	Date of visit + 10yrs	Secure disposal
7.1.2	Parental consent forms for school trips where there has been no major incident		Conclusion of the trip	Secure disposal once satisfied the trip has returned without incident
7.1.3	Parental consent forms for school trips where there has been a major incident	Limitation Act 1980 (section 2)	DOB of the pupil involved in the incident +25yrs. Permission slips for all pupils on the trip must be retained as evidence that the rules have been followed for all pupils.	Secure disposal

7.2 Family Liaison Officer and Home School Liaison Assistants				
	Description	Statutory provision	Minimum Retention Period	Disposal method
7.2.1	Day books		Current year + 2yrs then review	Secure disposal
7.2.2	Reports from outside agencies- where the report has been included on the case file created by an outside agency		Whilst child is attending school then destroy	Secure disposal
7.2.3	Referral forms		Whilst the referral is current	Secure disposal
7.2.4	Contact data sheets		Current year then review, if contact is no longer active then destroy	Secure disposal
7.2.5	Contactable database entries		Current year then review, if contact is no longer active then destroy	Secure disposal
7.2.6	Group registers		Current year + 2yrs	Secure disposal

### 8. Central Government and Local Authority

8.1 Local Authority				
	Description	Statutory provision	Minimum Retention Period	Disposal method
8.1.1	Attendance Returns		Current year + 1yr	Secure disposal
8.1.2	School census returns		Current year + 5yrs	Secure disposal
8.1.3	Circulars and other information sent from the Local Authority		Operational use	Secure disposal

8.2 Central Government				
	Description	Statutory provision	Minimum Retention Period	Disposal method
8.2.1	OFSTED reports and papers		Life of the report then review	Secure disposal
8.2.2	Returns made to central government		Current year + 6yrs	Secure disposal
8.2.3	Circulars and other information sent from the central government		Operational use	Secure disposal