

Retention Guidance for Pupil Records

1. Child Protection					
	Basic file description	Data Protection Issues	Statutory Provision	Retention Period (operational)	Action at the end of the administrative life of the record.
1.1	Child Protection files	Yes	Education Act 2002, s175 related guidance "Safeguarding Children in Education", September 2004	DOB + 25 years	SECURE DISPOSAL
1.2	Allegations of Child Protection nature against a member of staff, including where the allegation is unfounded.	Yes	Employment Practices Code: Supplement Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegation of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement or 10 years from the date of allegation whichever is the longer.	SECURE DISPOSAL

4. Pupils					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record.
4.1	Admission Registers	Yes		Permanent	.
4.2	Attendance Registers	Yes		Date of register + 3 years	SECURE DISPOSAL
4.3	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. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit.
4.3a	Pupil Records held on MIS	yes		Retain for 5 years SEN, LAC, Child Protection records held for DoB of pupil +25 years and review – may keep longer if ongoing	

4.4	Special Educational Needs and Disabilities files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 years the review.	SECURE DISPOSAL
4.5	Correspondences relating to authorised absence and issues	No		Date of absence +2 years	SECURE DISPOSAL
4.6	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.
4.7	EHCP maintained under The Education Act 1996 - section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 25 years	SECURE DISPOSAL unless legal action is pending.
4.8	Proposed EHCP or amended EHCP	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 25 years	SECURE DISPOSAL unless legal action is pending.
4.9	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 1	Closure + 25 years	SECURE DISPOSAL unless legal action is pending.
4.10	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 1	Closure + 25 years	SECURE DISPOSAL unless legal action is pending.
4.11	Parental permission slips for school trips - where there has been no major incidents	Yes		Conclusion of the trip	SECURE DISPOSAL
4.12	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
4.13	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

13. School Meals

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record.
13.1	Dinner Registers			Current years + 3 years	SECURE DISPOSAL
13.2	School meals summary sheets			Current years + 3 years	SECURE DISPOSAL
	Free school meals registers			Current years + 6 years	SECURE DISPOSAL