



Data Retention Policy & Schedule

Yew Tree Primary School

Date of Policy:	September 2026
Responsibility:	School Business Manager/DPO
Review Date:	November 2027
Consultation:	This policy was written following advice from the school's nominated Data Protection Officer within SIPS Education

Introduction

Yew Tree Primary School are required to only keep data as long as it is needed. By efficiently managing our records, the school will be able to comply with its legal and regulatory obligations. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability.

The purpose of the policy is to comply with data protection legislation, ensure personal data is not kept longer than necessary and outline secure data storage, archiving, and disposal procedures. Records include any documentation, whether paper-based or electronic, relating to business carried out by the school. It applies to all records created, received or maintained relevant to the following individuals:

- Permanent and temporary staff (including governors and volunteers)
- Pupils, parents and carers
- Visitors and contractors
- Any third parties acting on behalf of the school

Legal Frameworks

This policy references the following legal frameworks:

- UK GDPR / GDPR
- Data Protection Act 2018
- Freedom of Information Act 2000
- Limitation Act 1980
- Department for Education (DfE) guidelines
- IRMS Records Management Toolkit for Schools

Relationship with existing policies

This policy has been drawn up within the context of the following policies:

- Freedom of Information policy
- Data Protection policy
- Information Governance Policy and with other legislation or regulations (including audit, equal opportunities and ethics).

Responsibilities

The Governing Body has a statutory responsibility to maintain the record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is delegated to the Head Teacher. The person responsible for day-to-day operational management will give guidance on good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and efficiently. They will also monitor compliance with this policy by reviewing at least annually to check if records are stored securely and can be accessed appropriately.

Information will be managed in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (Subject Access Requests 'SARS').

Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

- Document actions and decisions in line with policies and procedures;
- Apply appropriate security measures when using personal data;

- Only share personal information appropriately and do not disclose it to any unauthorised third party;
- Dispose of records securely in accordance with the Records Retention Schedule

The security of data and appropriate measures will be implemented to protect against a data breach.

Example of the retention schedule

Description	PII	Retention Period	Disposal
Pupils Educational Record: Primary	✓	Retain whilst the child remains at the primary school	Transferred securely to follow pupil
Pupils Educational Record: Secondary	✓	DOB of pupil + 25 years	Secure
Attendance registers	✓	6 years	Secure
Special Educational Needs files, reviews and Individual Education Plans	✓	Pupil DOB + 25 years	Secure
Staff Personal File, including employment contract and staff training records	✓	Termination of employment + 6 years	Secure
Health and Safety risk assessments	×	Life of risk assessment + 3 years	Secure

The specific data retention schedule for Yew Tree Primary School is included at the end of this policy.

Disposing of data

Personal data processed by the school is reviewed on an annual basis to ensure it is managed appropriately. In some cases, it may be necessary to archive or transfer data to external third parties (for example, the Local Authority or a pupil's next school/academy/learning setting).

Personal data that is no longer required either due to it being out of date, inaccurate or in line with the school retention policy, will be disposed of securely in line with the retention schedule. Records of disposal are maintained for accountability. More details are available in our Data Protection Policy (5: Storage Limitation), available on the website.

Reviewing Retention Periods

Retention periods are reviewed annually and on an ongoing basis in line with government and ICO guidance. Following the implementation of these changes and published guidance, retention periods will be reviewed.

Further Information

In the first instance, if you have any questions, please contact the Data Protection Lead (School Business Manager) by emailing enquiries@yewtree.sandwell.sch.uk.

If you require further assistance after contacting the Data Protection Lead, please contact the Data Protection Officer at gdpr@sips.co.uk.

Yew Tree Primary SCHOOL
Data Retention Schedule

1. Management of the School

1.1 Governing Body					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
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		One copy should be retained with the master set of minutes. All other copies can be disposed of	Secure disposal (<i>e.g. confidential waste bin or cross cut shredding</i>)
1.1.2	Minutes of GB Meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
	Principal set of minutes (signed)			Permanent	If the school is unable to store these then they should be offered to the council archive service.
	Inspection Copies (held by clerk in case of requests to view minutes)			Date of meeting plus 3 years	If these minutes contain any sensitive, personal information they must be shredded
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the		Reports should be kept for a minimum of six	Secure disposal or retain with the signed set of minutes

1.1 Governing Body

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
		meeting is dealing with confidential issues relating to staff		years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	
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 meeting plus a minimum of 6 years	Secure disposal
1.1.5	Instruments of Government including articles of association	No		Permanent	These should be retained in the school whilst the school is open and only returned to the council if the school closes
1.1.6	Trust and endowments managed by the Governing body	No		Permanent	These should be retained in the school whilst the school is open and only returned to the council if the school closes
1.1.7	Action plans created and administered by the governing body	No		Life of action plan plus 3 years	Secure disposal
1.1.8	Policy documents created and administered by the governing body	No		Life of the policy plus 3 years	Secure disposal

1.1 Governing Body

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
1.1.9	Records relating to complaints dealt with by the governing body	Yes		Date of resolution of the complaint plus 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 (Governors Annual Reports – England) (Amendment) Regulations 2002	No	Education (Governors Annual Reports – England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report plus 10 years	Secure disposal
1.1.11	Proposals concerning the change of status of a maintained school including specialist status schools and academies	No		Date of proposal accepted or declined plus 3 years	Secure disposal
1.1.12	Trust Deeds, including Academy Conversion Orders, Commercial Transfer Agreements and Leases/Under-Leases	Commercial Transfer Agreements (CTAs) will most probably contact personal contract information for individual members of staff	School Standards and Framework Act 1998 and Academies Act 2010	Permanent	These should be retained in the school whilst the school is open and then offered to the Borough Archivist when the school closes.

1.2 Head Teacher and Senior Leadership Team

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Date of last entry in the book plus a minimum of 6 years then review	These could be of historical value and could be offered to the Council 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 meeting is dealing with confidential issues relating to staff		Date of the meeting plus 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 meeting is dealing with confidential issues relating to staff		Date of the report plus a minimum of 3 years then review	Secure disposal
1.2.4	Records created by Head Teachers deputy headteachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Current academic year plus 6 years then review	Secure disposal
1.2.5	Correspondence created by Head Teachers deputy headteachers, heads of year and other members of	There may be data protection issues if the correspondence refers to individual pupils or members of staff		Date of correspondence plus 3 years then review	Secure disposal

1.2 Head Teacher and Senior Leadership Team

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
	staff with administrative responsibilities				
1.2.6	Professional development plans	Yes		Life of plan plus 6 years	Secure disposal
1.2.7	School development plans	No		Life of the plan plus 3 years	Secure disposal

1.3 Admissions Process

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
1.3.1	All records to the creation and implementation of the School Admission Policy	No	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Life of the policy plus 3 years then review	Secure disposal
1.3.2	Admissions – if the admission is successful	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Date of admission plus 1 year	Secure disposal
1.3.3	Admissions – if the appeal is unsuccessful	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 Schools Admission Appeals Code February 2012 Statutory	Resolution of case plus 1 year	Secure disposal

1.3 Admissions Process

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
			guidance for school leaders, governing bodies and local authorities.		
1.3.4	Register of admissions	Yes	School attendance: Department advice for maintained schools, academies, independent schools and local authorities November 2016	Every entry in the admission register must be preserved for a period of 3 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 dates they attended school
1.3.5	Admissions – Secondary Schools - Casual	Yes		Current year plus 1 year	Secure disposal
1.3.6	Proof of address supplied by parents as part of the admission process	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Current year plus 1 year	Secure disposal
1.3.7	Supplementary information forms including additional information such as religion, medical conditions etc	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission	The information should be added to the pupil file	Secure disposal

1.3 Admissions Process

Basic File Description		Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
			appeals panels December 2014		
	For successful admissions		Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	The information should be added to the pupil file	Secure disposal
	For unsuccessful admissions		Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Until appeals process is complete	Secure disposal

1.4 Operational Administration

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
1.4.1	General file series	No		Current year plus 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 plus 3 years	Standard disposal
1.4.3	Records relating to the creation and distribution of circulars to staff parents or pupils	No		Current year plus 1 year	Standard disposal
1.4.4	Newsletters and other items with short operational use	No		Current year plus 1 year	Standard disposal
1.4.5	Visitors books and signing in sheets	Yes		Current year plus 6 years then review	Secure disposal
1.4.6	Records relating to the creation and management of parent/teacher associations and or old pupil's associations	No		Current year plus 6 years then review	Secure disposal

2. Human Resources

2.1 Recruitment

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
2.1.1	All records leading up to the appointment of a new headteacher	Yes		Date of appointment plus 6 years	Secure disposal
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate plus 6 months	Secure disposal
2.1.3	All records leading up the appointment of a new member of staff – successful candidates	Yes		All the relevant information should be added to the staff personal file and all other information retained for 6 months	Secure disposal
2.1.4	Pre employment vetting information	No	DBS Update Service Guide June 2014: Keeping children safe in education Sept 2017	The school does not have to keep copies of DBS certificates. If the school does so the copy must not be retained more than 6 months.	
2.1.5	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure	Yes		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 staff personal file	

2.1 Recruitment

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the UK	Yes	An employer's right to work checks (Home Office May 2015)	Where possible these documents should be added to the staff personal file 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 Operation Staff Management

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
2.2.1	Staff personal file	Yes	Limitation Act 1980 (section 2)	Termination of employment plus 6 years	Secure disposal
2.2.2	Timesheets	Yes		Current year plus 6 years	Secure disposal
2.2.3	Annual appraisal/assessment records	Yes		Current year plus 5 years	Secure disposal

2.3 Management of Disciplinary and Grievance Processes

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where an allegation is unfounded	Yes	Keeping children safe in education statutory guidance for schools and colleges Sept 2016	Until the person's normal retirement age or 10 years from the date of 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 file and a copy provided to the person concerned.	Secure disposal. These records must be shredded.
2.3.2	Disciplinary hearings	Yes			
	Oral warning			Date of warning plus 6 months	
	Written warning – Level 1			Date of warning plus 6 months	Secure disposal
	Written warning – Level 2			Date of warning plus 12 months	Secure disposal
	Final warning			Date of warning plus 18 months	Secure disposal

2.3 Management of Disciplinary and Grievance Processes

Basic File Description		Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
	Case not found			If the incident is child protection related then see above otherwise dispose at the conclusion of the case	Secure disposal

2.4 Health and Safety

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
2.4.1	Health and safety policy statement	No		Life of policy plus 3 years	Secure disposal
2.4.2	Health and safety risk assessment	No		Life of risk assessment plus 3 years	Secure disposal
2.4.3	Records relating to accident/injury at work	Yes		Date of incident plus 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 (Claims and Payments) Regulations 1979 Regulation 25. Social security administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of incident plus 6 years	Secure disposal
	Children			DOB of the child plus 25 years	Secure disposal
2.4.5	Control of substances hazardous to health (COSHH)	No	COSHH 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	Current year plus 40 years	Secure disposal
2.4.6	Process of monitoring of areas where employees and persons are likely to	No	Control of asbestos at work regulations 2012 SI 1012 No632 Regulation 19	Last action plus 40 years	Secure disposal

2.4 Health and Safety

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
	have become in contact with asbestos				
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action plus 50 years	Secure disposal
2.4.8	Fire precautions log books	No		Current year plus 6 years	Secure disposal

2.5 Payroll and Pensions

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
2.5.1	Maternity pay records	Yes	Statutory maternity pay (general) Regulation 1986 (SI1986/1960); revised 1999 (SI1999/567)	Current year plus 3 years	Secure disposal
2.5.2	Records held under retirement benefits schemes (information powers) regulations 1995	Yes	Retirements Benefits Schemes (Information Powers) Regulations 1995	Current year plus 6 years	Secure disposal

3. Financial Management of the School

3.1 Risk Management and Insurance

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.1.1	Employers liability insurance certificate	No		Closure of the school plus 40 years	Secure disposal

3.2 Asset Management

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.2.1	Inventories of furniture and equipment	No		Current year plus 6 years	Secure disposal
3.2.2	Burglary, theft and vandalism forms	No		Current year plus 6 years	Secure disposal

3.3 Accounts and Statements including Building Management

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.3.1	Annual Accounts	No		Current year plus 6 years	Standard disposal
3.3.2	Loans and grants managed by the school	No		Date of last payment on loan plus 12 years then review	Secure disposal
3.3.3	Student grant applications	Yes		Current year plus 3 years	Secure disposal
3.3.4	All records relating to the creation and management of budgets including Annual Budget statement and background papers	No		Life of budget plus 3 years	Secure disposal

3.3 Accounts and Statements including Building Management

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year plus 6 years	Secure disposal
3.3.6	Records relating to the collection and banking of monies	No		Current financial years plus 6 years	Secure disposal
3.3.7	Records relating to the identification and collection of debt	No		Current financial year plus 6 years	Secure disposal

3.4 Contract Management

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract plus 12 years	Secure disposal
3.4.2	All records relating to the management of contract under signature	No	Limitation Act 1980	Last payment on the contract plus 6 years	Secure disposal
3.4.3	Records relating to the monitoring of contracts	No		Current year plus two years	Secure disposal

3.5 School Fund

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.5.1	School fund – Cheque books	No		Current year plus 6 years	Secure disposal
3.5.2	School fund – Paying in books	No		Current year plus 6 years	Secure disposal

3.5 School Fund

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.5.3	School fund – ledger	No		Current year plus 6 years	Secure disposal
3.5.4	School fund – invoices	No		Current year plus 6 years	Secure disposal
3.5.5	School fund – receipts	No		Current year plus 6 years	Secure disposal
3.5.6	School fund – bank statements	No		Current year plus 6 years	Secure disposal
3.5.7	School fund – journey books	No		Current year plus 6 years	Secure disposal

3.6 School Meal Management

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
3.6.1	Free school meals registers	Yes		Current year plus 6 years	Secure disposal
3.6.2	School meal registers	Yes		Current year plus 3 years	Secure disposal
3.6.3	School meals summary sheets	No		Current year plus 3 years	Secure disposal
3.6.4					

4. Property Management

4.1 Property Management					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
4.1.1	Title deed of properties belong to the school	No		Permanent – these should follow the property unless the property has been registered with the Land Registry	NA
4.1.2	Plans or property belonging to the school	No		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold	NA
4.1.3	Leases of property 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

4.2 Maintenance					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
4.2.1	All records relating to the maintenance of the school carried out by contactors	No		Current year + 6 years	Secure disposal
4.2.2	All records relating to the maintenance of the school carried	No		Current year + 6 years	Secure disposal

4.2 Maintenance

Basic File Description		Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
	out by school employees including maintenance log books				

4.3 Capital Projects

Basic File Description		Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
4.3.1	Capital Project Contact Directory	Personal contact details, i.e., name, address, email, tel. nos.	None	Year of practical completion of the capital scheme and + 1 year. Review for a further year(s) if outstanding defects to resolve with the new building works.	SECURE DISPOSAL
4.3.2	All correspondence (non-financial)	Personal contact details, i.e., name, address, email, tel. nos.	None	Current year + 1 year	SECURE DISPOSAL
4.3.3	All financial correspondence (inclusive of competitive / successful quotes, LA Loan Agreements)	Personal contact details, i.e., name, address, email, tel. nos.	None	Current financial year + 6 years	SECURE DISPOSAL

4.3 Capital Projects

Basic File Description		Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
4.3.4	DBS checks for contractor staff	Name and registration number held on Single Central Record		Follow schools own retention policy for CSR data	SECURE DISPOSAL

5. Pupil's Educational Records

5.1 Pupil Educational Records					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
5.1.1	Pupil's Educational Record required by the Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437		
	Primary			Transfer to receiving schools and retain whilst the child remains at the primary school (Transition Files need to be handed over prior to start date in receiving school)	The file should follow the pupil when he/she leaves the primary school. This will include: • To another primary school • To a secondary school • To a pupil referral unit • If the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period If a pupil transfers to an independent school, elective home education or leaves the country the file should be returned to the LA to be retained for the statutory retention period.
	Secondary		Limitation Action 1980 (Section 2)	Date of birth of the pupil + 25 years	Secure disposal

5.1 Pupil Educational Records

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
5.1.2	Examination results	Yes			
	SATS Results			This information should be added to the pupils file.	
	Public Examinations e.g GCSE			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
	Internal			This information should be added to the pupil file	
5.1.3	Child protection information	Yes	Keeping Children Safe in Education statutory guidance for schools and colleges - Sept 2016 'Working Together to Safeguard Children A guide to interagency working to safeguard 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 – these records must be shredded
5.1.4	Child protection information held in separate files	Yes	Keeping Children Safe in Education statutory guidance for schools and colleges - Sept 2016 'Working Together to Safeguard Children A guide to	DOB of the child plus 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the	Secure disposal – these records must be shredded

5.1 Pupil Educational Records

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
		interagency working to safeguard children – March 2015	principal copy of this information will be found on the Local Authority Social Services record	

5.2 Attendance

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
5.2.1 Attendance registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and LAs October 2014	Every entry in the attendance register must be preserved for a period of three years after the dates on which the entry was made	Secure disposal
5.2.2 Correspondence relating to authorized absence	Yes	Education Act 1996 Section 7	Current academic year plus 2 years	Secure disposal

5.3 Special Educational Needs

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
5.3.1 Special Educational Needs files, reviews and	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil plus 25 years	REVIEW: Note: his retention period is the minimum retention period that any

5.3 Special Educational Needs

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
	individual education plans (IEPs) Education Health and Care Plans (EHC Plans)				pupil file should be kept. Some authorities 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 involved in any decision to keep the records longer than the minimum retention period and this should be documented. EHC Plans should follow the child through Education.
5.3.2	Education, Health and Care Plans and Statements 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. SEND Reforms 2014	Date of birth of the pupil plus 25 years (This would normal be retained on the pupil file)	Secure disposal unless the document is subject to legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Education Act 1996. Special Educational Needs and Disability Act 2001 Section 1. SEND Reforms 2014	Date of birth of the pupil plus 25 years (This would normal be retained on the pupil file)	Secure disposal unless the document is subject to legal hold
5.3.4	Accessibility strategy	Yes	Education Act 1996. Special Educational Needs	Date of birth of the pupil plus 25 years (This	Secure disposal unless the document is subject to legal hold

5.3 Special Educational Needs

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
		and Disability Act 2001 Section 1. SEND Reforms 2014	would normal be retained on the pupil file)	

6. Curriculum Management

6.1 Statistics and Management Information

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination results	Yes		Current years + 6 years	SECURE DISPOSAL
	SATs records	Yes			
	Results			The SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATS results. These could be kept for current year +6 years to allow suitable comparison.	SECURE DISPOSAL
	Examination papers/SATS papers			The examination papers should be kept until any appeals/validation process is complete.	SECURE DISPOSAL
6.1.3	Published Admission Number (PAN) reports	No	Admission Code 2014	Current year + 6 years	SECURE DISPOSAL
6.1.4	School re-organisation plans/proposals	No		Current year + 3 years	SECURE DISPOSAL

6.1 Statistics and Management Information

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
6.1.5	Value added and contextual data	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.6	Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.7	Internal attainment and progress tracking data	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation and curriculum

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
6.2.1	Schemes of Work	No		Current year + 1 year	
6.2.2	Timetable	No		Current year + 1 year	
6.2.3	Class Record Books	No		Current year + 1 year	
6.2.4	Mark Books	No		Current year + 1 year	
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 schools policy then current year + 1 year	

7. Extra Curricular Activities

7.1 Education Visits Outside the Classroom					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
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 National Guidance website http://oeapng.info 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 National Guidance website http://oeapng.info 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		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 single consent form issued

7.1 Education Visits Outside the Classroom

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
					by the school for this period of time
7.1.4	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	

7.2 Walking Bus

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
7.2.1	Walking Bus Registers	Yes		Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL(If these documents are retained electronically any back-up copies should be destroyed at the same time)

7.3 Family Liaison Officers and Home School Liaison Workers

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
7.3.1	Day Books	Yes		Current year + 2 years then review	
7.3.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
7.3.3	Referral forms	Yes		While the referral is current	
7.3.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
7.3.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	
7.3.6	Group Registers	Yes		Current year + 2 years	

8. Local Authority – Records created in the course of interaction between the school and local authority

8.1 Local Authority					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
8.1.2	Weekly Data Return to the Local Authority (Business to Business (B2B) or a Data Manager File	Yes		Current year + 1 year	SECURE DISPOSAL
8.1.3	School Census Returns	Yes		Current year + 5 years	SECURE DISPOSAL
8.1.4	Circulars and other information send from the Local Authority	No		Operational use	SECURE DISPOSAL
8.1.5	Files created relating to Statutory results data collections (e.g. CTF files for EYFS, Phonics and KS1) – Primary and Infant only	Yes		Current year + 6 years	SECURE DISPOSAL
8.1.6	WellComm speech and language data returns – Primary and Infant only	Yes		Current year + 1 year	SECURE DISPOSAL

8.2 Central Government

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
8.2.2	Returns made to central government	Yes		Current year + 6 years	SECURE DISPOSAL
8.2.3	Circulars and other information send from central government	No		Operational use	SECURE DISPOSAL