**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 yearsSEN, 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 |