



Records Management & Retention Policy

For all schools within the Bosco Catholic Education Trust

This Policy has been approved and adopted by the
Bosco Catholic Education Trust.

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Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust (Bosco CET) is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

Introduction

The Trust recognise that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the organisation. Records provide evidence for protecting the legal rights and interests of the Trust and provide evidence for demonstrating performance and accountability.

Scope of the policy

This policy applies to all records created, received, or maintained by permanent and temporary staff of the Trust in the course of carrying out its functions.

Records are defined as all documents which facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronic format e.g. paper documents, scanned documents, emails which document business activities and decisions, audio and video recordings, text messages, notes of telephone and teams’ conversations, spreadsheets, word documents, presentations etc.

Responsibilities

The governors/Trustees at Bosco Catholic Education Trust have a statutory responsibility to maintain the Trust/ and its Academies’ records and record keeping systems in accordance with the regulatory environment specific to the Trust. The responsibility is delegated to the Headteacher in each Academy.

The person responsible for the day-to-day operational management of the Trust and its Academies will give guidance on good records management practice and will promote compliance with the policy so that information will be retrieved easily, appropriately and in a timely manner. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

The Trust will manage and document its records disposal process 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.

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

- Manage the Trust records consistently in accordance with the Trust's policies and procedures;
- Properly document their actions and decisions;
- Hold personal information securely;
- Store hard-copy documents in a secure location appropriate to the nature of the records, accessible only to authorised personnel;
- Only share personal information appropriately and do not disclose it to any authorised third party;
- Dispose of records securely in accordance with the Trust's records retention schedule detailed below.

Relationship with existing policies

This document has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy

Records Management and Retention Policy					
Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
Trustees / Local Governing Committees					
<i>Management of Trust Board/Local Governing Committees</i>					
1.1.1	Instruments of government		For the life of the organisation	Consult local archives before secure disposal	
1.1.2	Trusts and endowments		For the life of the organisation	Consult local archives before secure disposal	
1.1.3	Records relating to staff and parent governors/trustees not appointed by the trustees/governors		Date of election + 6 months	SECURE DISPOSAL	Yes
1.1.4	Records relating to the appointment of co-opted trustees/governors		Provided that the decision is recorded in the minutes, the records relating to the appointment can be destroyed, once the co-opted trustees/governors have finished their term (except where there have been allegations concerning children) In this case retain for 25 years	SECURE DISPOSAL	Yes

1.1.5	Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	SECURE DISPOSAL	Yes
1.1.6	Schemes of delegation and Terms of Reference		Until superseded or whilst relevant (the Trust may wish to retain these records for reference purposes in case of decisions needing to be justified)	These could be archived	
1.1.7	Meeting schedule		Current year	STANDARD DISPOSAL	
1.1.8	Agendas – principal copy		Where possible the agenda should be stored with the principal set of minutes	Consult local archives before secure disposal	Potential
1.1.9	Minutes – principal set (signed)		For the life of the Trust	Consult local archives before secure disposal	Potential
1.1.10	Reports made to the trust/ governor’s meeting which are referred to in the minutes		For the life of the Trust	Consult local archives before secure disposal	Potential
1.1.11	Register of attendance for the Trust Board/Local Governing Committee meetings		Date of last meeting in the book + 6 years	SECURE DISPOSAL	Yes
1.1.3	Agenda, additional copies		Date of meeting	STANDARD DISPOSAL	

1.1.14	Records relating to trustees/governors monitoring visits		Date of visit + 3 years	SECURE DISPOSAL	Yes
1.1.15	Annual reports required by the DfE		Date of report +10 years	SECURE DISPOSAL	
1.1.16	All records in relation to schools converting to academy status		For the life of the organisation	Consult local archives before secure disposal	
1.1.17	Records relating to complaints dealt with by the trustees/ governors		Major complaints current year +6 years. If negligent then current year +15 years. If child protection or safeguarding issues are involved then current year +40 years	SECURE DISPOSAL	Yes
1.1.18	Correspondence sent by the trustees/governors or Headteacher		Current year + 3 years	SECURE DISPOSAL	Potential
1.1.19	Action plans created and administered by the trustees/governors		Until superseded or whilst relevant	SECURE DISPOSAL	
1.1.20	Policy documents created and administered by the trustees/governors		Until superseded	SECURE DISPOSAL	

<i>Governor Management</i>					
1.2.1	Records relating to the appointment of the clerk to the trust board/local governing committee		Date on which appointment clerk ceases + 6 years	SECURE DISPOSAL	Yes
1.2.2	Records relating to the terms of office of serving trustees/governors, including the evidence of appointment		Date of appointment ceases + 6 years		Yes
1.2.3	Records relating to trustees/governors' declaration against disqualification criteria		Date of appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.4	Register of business interests		Date of appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.5	Trustees/governors code of conduct		One copy of each version should be kept for the life of the organisation		
1.2.6	Records relating to the training required and received by trustees/governors		Date trustees/governors steps down + 6 years	SECURE DISPOSAL	Yes
1.2.7	Records relating to the induction programme for new trustees/governors		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes

1.2.8	Records relation to DBS checks carried out on clerk and trustees/governors		Date of DBS + 6 months	SECURE DISPOSAL	Yes
1.2.9	Trustees/governors personnel file		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes

Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
Management of the Organisation					
<i>Principal and Senior Management Team</i>					
2.1.1	Log books of activity in the school maintained by the Headteacher		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	
2.1.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years and then review annually or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.3	Reports created by the Headteacher or the Management Team		Date of the meeting + 3 years and then review annually or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.4	Records created by Headteachers, Deputy Headteachers, Assistant Headteachers, heads of year and other members of staff with administrative responsibilities		Current academic year + 6 years then review	SECURE DISPOSAL	Potential

2.1.5	Correspondence created by Headteachers, Deputy Headteachers, Assistant Headteachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years then review	SECURE DISPOSAL	Potential
2.1.6	Professional Development Plans		Life of the plan + 6 year	SECURE DISPOSAL	Potential
2.1.7	Academy Development Plans		Life of the plan + 3 years	SECURE DISPOSAL	Potential
<i>Operational Administration</i>					
2.2.1	General file series that do not fit under any category		Current year plus 5 years the review	SECURE DISPOSAL	Potential
2.2.2	Records relating to the creation and publication of the academy brochure		Current academic year + 3 years	STANDARD DISPOSAL	
2.2.3	Records to the creation and distribution to circulars to staff, parents and pupils		Current academic year + 1 year	STANDARD DISPOSAL	
2.2.4	Academy privacy notice that is sent out to parents as part of GDPR compliance		Until superseded + 6 years	STANDARD DISPOSAL	

2.2.5	Consent relating to school activities as part of GDPR compliance		Consent will last while the pupil attends the school. Destroy upon the pupil leaving	SECURE DISPOSAL	Yes
2.2.6	Newsletters and other items with a short operational use		Current year + 1 year	STANDARD DISPOSAL	
2.2.7	Visitor management system (including electronic systems, visitors' books and signing in sheets)		Last entry in the visitors book 6 year	SECURE DISPOSAL	Yes
2.2.8	Walking bus registers		Date of register + 6 years	SECURE DISPOSAL	Yes
Human Resources					
<i>Recruitment</i>					
2.3.1	All records leading up to the appointment of a new Headteacher		Date of appointment + 6 years	SECURE DISPOSAL	Yes
2.3.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	Yes

2.3.3	Pre-employment vetting information – DBS Checks	DBS Updated service Employer Guide June 2014; Keeping children safe in education statutory guidance for schools and colleges September 2023	Application form, references and other documents – for the duration for the employees employment + 6 years	SECURE DISPOSAL	Yes
2.3.4	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure		Where possible this process should be carried out using the online system. If it is necessary to take a copy of the documentation then it should be retained on the personnel file	SECURE DISPOSAL	Yes
2.3.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	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 + not less than two years	SECURE DISPOSAL	Yes

Operational Staff Management					
2.3.6	Staff personnel files	Limitation Act 1980 (Section 2)	Termination of employment + 6 years unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case the file will need to be retained IICSA and enquiries and complete	SECURE DISPOSAL	Yes
2.3.7	Annual appraisal / assessment records		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.8	Sickness absence monitoring		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.9	Staff training – where the training leads to continual professional development		Length of time required by the professional body	SECURE DISPOSAL	Yes
2.3.10	Staff training – except where dealing with children, e.g. first aid or health and safety		Date of appointment + 6 years	SECURE DISPOSAL	Yes
2.3.11	Staff training – where the training relates to children (e.g. safeguarding or child related training)		Date of the training + 40 years	SECURE DISPOSAL	Yes

<i>Disciplinary and Grievance Processes</i>					
2.3.12	Records relating to any allegation of any child protection nature against a member of staff	Keeping children safe in education statutory guidance for schools and colleges September 2023; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2022	10 years from the date of allegation (unfounded allegations should be removed for personnel files)	SECURE DISPOSAL	Yes
2.3.13	Disciplinary proceedings				
	Oral warning		Date of warning + 6 months	SECURE DISPOSAL	Yes
	Written warning – level 1		Date of warning + 6 months	SECURE DISPOSAL	Yes
	Written warning – level 2		Date of warning + 12 months	SECURE DISPOSAL	Yes
	Final warning		Date of warning + 18 months	SECURE DISPOSAL	Yes
	Case not found		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL	

<i>Payroll and Pension</i>					
2.3.14	Absence record		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.15	Batches	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.16	Bonus sheets	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.17	Car allowance claims	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.18	Car loans	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.19	Car mileage output	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.20	Income tax from P60		Current year + 6 years	SECURE DISPOSAL	Yes

2.3.21	Insurance	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.22	Maternity payment		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.23	Members allowance register	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.24	National insurance schedule of payments	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.25	Overtime	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.26	Part time fee claims	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.27	Pay packet receipt by employee		Current year + 2 years	SECURE DISPOSAL	Yes
2.3.28	Payroll awards		Current year + 6 years	SECURE DISPOSAL	Yes

2.3.29	Monthly payroll	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.30	Payroll reports	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.31	Payslips – copies	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.32	Pension payroll	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.33	Personnel bank details		Until superseded + 3 years If employment ceases then end of employment + 6 years	SECURE DISPOSAL	Yes
2.3.34	Sickness records		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.35	Staff returns		Current year + 3 years	SECURE DISPOSAL	Yes

2.3.36	Superannuation adjustment reports	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.37	Tax forms P6/P11/P35/P45/P46/P48		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.38	Time sheets		Current year + 3 years	SECURE DISPOSAL	Yes

<i>Health & safety</i>					
2.4.1	Health and Safety Policy Statements		Life of policy + 3 years	SECURE DISPOSAL	
2.4.2	Health & safety risk assessments		Life of policy + 3 years	SECURE DISPOSAL	
2.4.3	Accident reports records relating to individuals who are over 18 years of age at the time of the incident	Social Security (Claims and Payments) Regulations 1979 regulation; Social Security Administration Act 1992; Limitation Act 1980	Date of last entry in the accident book + 3 years	SECURE DISPOSAL	Yes
2.4.4	Accident reports records relating to individuals who are under 18 years of age at the time of the incident	Social Security (Claims and Payments) Regulations 1979 regulation; Social Security Administration Act 1992; Limitation Act 1980	Date of last entry in the accident book + 3 years	SECURE DISPOSAL	Yes
2.4.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Date of incident + 3 years provided that all records relating to the incident are held on personnel file	SECURE DISPOSAL	Yes

2.4.6	Control of Substances Hazardous to Health (COSHH)	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. Regulation 18 (2)	Current year + 40 years	SECURE DISPOSAL	
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Current year + 40 years	SECURE DISPOSAL	
2.4.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE	The Ionising Radiation regulations 2017. SI 2017 No 1075 regulation 11	Last action + 30 years	SECURE DISPOSAL	
2.4.9	Fire Precautions log books		Current year + 3 years	SECURE DISPOSAL	

Financial management					
<i>Risk management and Insurance</i>					
2.5.1	Employer's Liability Insurance Certificate		Closure of the school + 40 years	SECURE DISPOSAL	
<i>Asset Management</i>					
2.5.2	Inventories of furniture and equipment		Current year + 6 years	SECURE DISPOSAL	
2.5.3	Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL	
<i>Accounts and Statements (including budget management)</i>					
2.5.4	Annual accounts		Current year + 6 years	STANDARD DISPOSAL	
2.5.5	Loans and grants managed by the school		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL	
2.5.6	All records relating to the creation and management of budgets including the annual budget statement and background papers		Life of the budget + 3 years	SECURE DISPOSAL	
2.5.7	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	SECURE DISPOSAL	
2.5.8	Records relating to the collection and banking of monies		Current financial year + 6 years	SECURE DISPOSAL	

2.5.9	Records relating to the identification and collection of debt		Final payment of debt + 6 years	SECURE DISPOSAL	
<i>Pupil Finance</i>					
2.5.10	Student Grant applications		Current year + 3 years	SECURE DISPOSAL	
2.5.11	Pupil Premium fund records		Date pupil leaves to provision + 6 years	SECURE DISPOSAL	
<i>Contract Management</i>					
2.5.12	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
2.5.13	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
2.5.14	Records relating to the monitoring of contracts		Last payment on the contract + 6 years	SECURE DISPOSAL	
<i>School Fund</i>					
2.5.15	School Fund - Cheque books		Current year + 6 years	SECURE DISPOSAL	
2.5.16	School Fund - Paying in books		Current year + 6 years	SECURE DISPOSAL	
2.5.17	School Fund – Ledger		Current year + 6 years	SECURE DISPOSAL	
2.5.18	School Fund – Invoices		Current year + 6 years	SECURE DISPOSAL	
2.5.19	School Fund – Receipts		Current year + 6 years	SECURE DISPOSAL	

2.5.20	School Fund - Bank statements		Current year + 6 years	SECURE DISPOSAL	
2.5.21	School Fund – Journey Books		Current year + 6 years	SECURE DISPOSAL	
<i>School Meals management</i>					
2.5.22	Free School Meals Registers		Current year + 6 years	SECURE DISPOSAL	Yes
2.5.23	School Meals Registers		Current year + 3 years	SECURE DISPOSAL	Yes
2.5.24	School Meals Summary Sheets		Current year + 3 years	SECURE DISPOSAL	Yes
<i>Property Management</i>					
2.6.1	Title deeds of properties belonging to the organisation		These should follow the property unless the property has been registered with the Land Registry		
2.6.2	Plans of property belong to the organisation		These should be retained whilst the building belongs to the organisation and should be passed onto any new owners if the building is leased or sold.		
2.6.3	Leases of property leased by or to the organisation		Expiry of lease + 6 years	SECURE DISPOSAL	
2.6.4	Records relating to the letting of organisation premises		Current financial year + 6 years	SECURE DISPOSAL	

<i>Maintenance</i>					
2.6.5	All records relating to the maintenance of the organisation carried out by contractors		Retain for the period and then pass on to new owners if leased or sold	SECURE DISPOSAL	
2.6.6	All records relating to the maintenance of the organisation carried out by school employees including maintenance log books		Retain for the period and then pass on to new owners if leased or sold	SECURE DISPOSAL	

Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
Pupil Management					
<i>Admission Process</i>					
3.1.1	All records relating to the creation and implementation of the organisations admission policy	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	
3.1.2	Admissions – if the admission is successful		Date of admission + 1 year	SECURE DISPOSAL	Yes
3.1.3	Admissions – if the appeal is unsuccessful		Resolution of case + 1 year	SECURE DISPOSAL	Yes

3.1.4	Register of Admissions		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 Organisations may wish to consider keeping the admission register permanently as often organisations receive enquiries from past pupils to confirm the dates they attended the school.	
3.1.5	Admissions – Secondary Schools – Casual		Current year + 1 year	SECURE DISPOSAL	Yes
3.1.6	Proofs of address supplied by parents as part of the admissions process		Current year + 1 year	SECURE DISPOSAL	Yes
3.1.7	Supplementary Information form including additional information such as religion, medical conditions etc.				Yes
3.1.7.1	For successful admissions		This information should be added to the pupil file	SECURE DISPOSAL	
3.1.7.2	For unsuccessful admissions		Until appeals process completed (GDPR)	SECURE DISPOSAL	

<i>Pupil's Educational record</i>					
3.2.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 (including pupil reports, pupil medical records, and pupil performance records)	The Education (Pupil Information) (England) Regulations 2005; Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	REVIEW	Yes
3.2.2	Examination Results – Pupil Copies				Yes
3.2.2.1	Public		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed	
3.2.2.2	Internal		This information should be added to the pupil file		

3.2.3	Child Protection information held on pupil file	<p>Keeping children safe in education statutory guidance for schools and colleges September 2023;</p> <p>Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2022</p>	<p>If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and retained for the same period of time as the pupil file</p>	<p>SECURE DISPOSAL</p> <p>These records must be deleted</p>	Yes
3.2.4	Child protection information held in separate files	<p>Keeping children safe in education statutory guidance for schools and colleges September 2023;</p> <p>Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2022</p>	<p>DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record</p>	<p>SECURE DISPOSAL</p> <p>These records must be deleted</p>	Yes

Attendance					
3.3.1	Attendance Registers	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 three years after the date on which the entry was made.	SECURE DISPOSAL	Yes
3.3.2	Correspondence relating to any absent (authorised or unauthorised)		Current academic year + 2 years	SECURE DISPOSAL	Potential
3.3.3	Special Educational Needs 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 2001	Date of birth of the pupil + 31 years	SECURE DISPOSAL	Yes

Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
Curriculum and Extra Curricular Activities					
<i>Statistics and management Information</i>					
4.1.1	Curriculum returns		Current year + 3 years	SECURE DISPOSAL	
4.1.2	Examination Results (Schools Copy)		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.2.1	SATS records				Yes
	Results		<p>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.</p> <p>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</p>	SECURE DISPOSAL	
4.1.2.2	Examination Papers		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	

4.1.2.3	Published Admission Number (PAN) Reports		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.4	Value Added and Contextual Data		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.5	Self-Evaluation Forms		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.5.1	Internal moderation		Academic year + 1 academic year	SECURE DISPOSAL	Yes
4.1.5.2	External moderation		Until superseded	SECURE DISPOSAL	Yes
<i>Implementation of Curriculum</i>					
4.2.1	Schemes of Work		Current year + 1 year	Review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	
4.2.2	Timetable		Current year + 1 year		
4.2.3	Class Record Books		Current year + 1 year		
4.2.4	Mark Books		Current year + 1 year		
4.2.5	Record homework set		Current year + 1 year		
4.2.6	Pupils' work		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	SECURE DISPOSAL	

School Trips					
4.3.1	Parental consent forms for school trips where there has been no major incident		Although the consent forms could be retained for DOB + 22 years, the school may wish to complete risk assessment to assess whether the forms are likely to be required and could decide to dispose of the consent forms at the end of the trip.	SECURE DISPOSAL	Yes
4.3.2	Parental permission slips for school trips – where there has been a major incident	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	Yes

Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
School Support Organisation					
<i>Family Liaison Officer and Home School Liaison Assistants</i>					
4.4.1	Day Books		Current year + 2 years then review	SECURE DISPOSAL	Yes
4.4.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency		Whilst child is attending school and then destroy	SECURE DISPOSAL	Yes
4.4.3	Referral forms		While the referral is current	SECURE DISPOSAL	Yes
4.4.4	Contact data sheets		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Yes
4.4.5	Contact database entries		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Yes
4.4.6	Group Registers		Current year + 2 years	SECURE DISPOSAL	Yes
<i>Parent Teacher Associations and Old Pupils Associations</i>					
4.4.7	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations		Current year + 6 years then review	SECURE DISPOSAL	

Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
Central Government and Local Authority					
<i>Local Authority</i>					
5.1.1	Secondary Transfer Sheets (Primary)		Current year + 2 years	SECURE DISPOSAL	
5.1.2	Attendance Returns		Current year + 1 year	SECURE DISPOSAL	
5.1.3	School Census Returns		Current year + 5 years	SECURE DISPOSAL	
5.1.4	Circulars and other information sent from the Local Authority		Operational use	SECURE DISPOSAL	
<i>Central Government</i>					
5.2.1	OFSTED reports and papers		Life of the report then REVIEW	SECURE DISPOSAL	
5.2.2	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	
5.2.3	Circulars and other information sent from central government		Operational use	SECURE DISPOSAL	