

DATA RETENTION SCHEDULE

We hold a great deal of information, much of which is confidential about students, parents, carers, guardians, staff and governors. This schedule outlines the length of time that a record will be retained, after which it will be destroyed.

Area	Record	Retention period
Student records	Students' academic records, reports and IEPs	DOB of pupil +25 years
	Child Protection files	Date of leaving + 25 years
	Attendance registers	Date of register +3 years
	Admissions registers	Date of last entry + 6 years
	Any other records created in the course of contact.	Date of last entry + 3 years
	Special Educational Needs files	DOB + 25 years
	Student work	Current year + 1 year
	Parental permission slips for school trips – no incident	End of trip
	Parental permission slips for school trips –major incident	DOB of pupil involved +25 years
	Applications for FSM	Whilst child at school
	Free school meals registers	Current year + 6 years
Employee records	Personnel files including proof of ID and qualifications	Termination of employment + 7 years
	Interview notes	Date of interview + 6 months
	Pre-employment vetting	Date of check + 6 months
	Disciplinary proceedings	As per disciplinary procedure
	Appraisal	Current year + 5 years
	Training records	Current year + 2 years
Health and Safety records	Accident reporting : Adults Children	Date of incident + 7 years DOB + 25 years
	Incident reports	Current year + 20 years
	COSHH records	Current year + 10 years
	Policy	Date of expiry + 1 year
	Fire Log Books	Current year + 6 years
	Risk Assessments	Current year + 3 years
	Asbestos monitoring	Last action + 40 years
	Radiation monitoring	Last action + 50 years
	Claims made against insurance – personal injury	Case concluded + 6 years
Senior Leadership Team	Minutes of meetings	Date of meeting + 5 years
	Development plans	Closure + 6 years
Governance	Minutes of meetings	Permanent
	Reports	Date of report + 6 years
	Agendas	Date of meeting
Curriculum	Timetable	Current year + 1 year
	Syllabus	Current year + 1 year
	Markbooks	Current year + 1 year
	Students work (it may be necessary to extend this period for examination work)	Current year + 1 year
	Public examination results	Year of exam + 6 years

	Curriculum development	Current year + 6 years
	Curriculum returns	Current year + 3 years
	Schemes of work	Current year + 1 year
	Class record books	Current year + 1 year
	Record of homework set	Current year + 1 year
	Pupil work	Current year + 1 year
	SATS records	Current year + 6 years
	PAN reports	Current year + 6 years
	Value Added reports	Current year + 6 years
	Public examination results	Year of exam + 6 years
	Internal exam results	Current year + 5 years
General	Prospectus	Current year + 3 years
	Newsletters	Current year + 1 year
	Visitors book	Current year + 2 years
	Policies	Expiry date
	Complaints	Date of resolution + 6 years
Finance / payroll	PAYE, NI returns, P60, monthly payroll records, updates to payroll data, pension returns, annual NI and PAYE returns, P35, P11D,	Current year + 6 years
	Annual accounts	Current year + 6 years
	Sick pay records	Current year + 6 years
	Maternity Pay records	Current year + 3 years
	Invoices, receipts and other records covered by Regs	Current year + 6 years
	Bank statements	Current year + 6 years
	Cheque books	Current year + 6 years
	Bank reconciliations	Current year + 6 years
	Fees invoices	Current year + 6 years
	Returnable deposits	Until the student leaves
	Direct debits	Current year + 1 year
	Contracts under seal	Contract completion + 12 years
	Contracts under signature	Contract completion + 6 years
	Budget reports, monitoring	Current year + 3 years
	Budget preparation	Current year
	Petty cash records	Current year + 6 years
	DFE returns	Current year + 6 years
	Copy orders	Current year + 2 years
	Debtor records	Current year + 6 years
	School fund records	Current year + 6 years
Employers liability insurance	Minimum of 6 years	
Property	Title deeds	Permanent
	Plans	Permanent
	Leases	End of lease + 3 years
	Inventories (equipment)	Current year + 6 years
	Contractors reports	Current year + 6 years
	Lettings	Current year + 3 years
	Burglary, theft and vandalism	Current year + 6 years
	Maintenance log books	Last entry + 10 years
	Claims made against insurance – damage to property	Case concluded + 3 years

