

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.

Due to the ongoing Independent Inquiry into Child Sexual Abuse (IICSA) neither student or employee records should be destroyed until further notice. This rule applies where the retention period is highlighted green.

Area	Record	Retention period
Student records	Students' academic records, reports and IEPs	DOB of pupil +25 years
	Child Protection files	Until the child turns 26
	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	Until the child turns 26
	Student Files	Until the child turns 26
	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	
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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
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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

Document management

Review cycle:	Every year
Next review due:	May 2020
Approving body:	Senior Leadership Team