



# Grace Academy

## Records, Retention, Destruction and Archive Policy

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## 1. Management of the Academy

1.1 Governing Body					
	Basic file description	Data Prot 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
1.1.2	<i>Minutes of Governing Body meetings</i>	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
	<i>Principal Set (signed)</i>			PERMANENT	If the Academy is unable to store these then they should be offered to the County Archives Service

1.1 Governing Body					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
	<i>Inspection Copies</i>			Date of meeting + 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 report deals with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of the minutes
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 the meeting + 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 Academy whilst the Academy is open and then offered to County Archives Service when the Academy closes.

<b>1.1 Governing Body</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
1.1.6	Trusts and Endowments managed by the Governing Body	No		PERMANENT	These should be retained in the Academy whilst the Academy is open and then offered to County Archives Service when the Academy closes.
1.1.7	Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL
1.1.8	Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	SECURE DISPOSAL
1.1.9	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + 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	No	Education (Governor's Annual Reports)	Date of report + 10 years	SECURE DISPOSAL

<b>1.1 Governing Body</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
	requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002		(England) (Amendment) Regulations 2002 SI 2002 No 1171		
1.1.11	Proposals concerning the change of status of a maintained school including Specialist Status schools and Academies	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the Academy has the facility, shredding using a cross cut shredder. These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

<b>1.2 Principal and Senior Management Team</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
1.2.1	Log books of activity in the Academy maintained by the Principal	There may be data protection issues if the log book refers to individual students or members of staff		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
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 minutes refers to individual students or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Reports created by the Principal or the Management Team	There may be data protection issues if the report refers to individual students or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
1.2.4	Records created by the Principal, Vice Principals, heads of year and other members of staff with	There may be data protection issues		Current academic year + 6 years then review	SECURE DISPOSAL

<b>1.2 Principal and Senior Management Team</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
	administrative responsibilities	if the records refer to individual students or members of staff			
1.2.5	Correspondence created by Principals, Vice Principals, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual students or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
1.2.7	Academy Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL

<b>1.3 Admissions Process</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
1.3.1	All records relating	No	Academy Admissions Code	Life of the policy + 3 years then	SECURE DISPOSAL



1.3 Admissions Process					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
	to the creation and implementation of the Academy Admissions' Policy		Statutory guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels December 2014	review	
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4	<i>Register of Admissions</i>	Yes	Academy attendance: Departmental advice	Every entry in the admission register must be preserved for a	REVIEW

<b>1.3 Admissions Process</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
			for maintained schools, academies, independent schools and local authorities October 2014	Period of three years after the date on which the entry was made.	Academies may wish to consider keeping the admission register permanently as often Academies receive enquiries from past pupils to confirm the dates they attended the Academy.
1.3.5	Admissions – Secondary Academy’s – Casual	Yes		Current year + 1 year	SECURE DISPOSAL
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
1.3.7	Supplementary Information form including additional	Yes			

1.3 Admissions Process					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
	information such as religion, medical conditions etc.				
	For successful admissions			This information should be added to the student file	SECURE DISPOSAL
	For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

1.4 Operational Administration					
	Basic file description	Data Prot 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 + 5 years then REVIEW	SECURE DISPOSAL
1.4.2	Records relating to the creation and publication of the Academy brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL

<b>1.4 Operational Administration</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or students	No		Current year + 1 year	STANDARD DISPOSAL
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
1.4.5	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations or similar setup	No		Current year + 6 years then REVIEW	SECURE DISPOSAL

## 2. Human Resources

This section deals with all matters of Human Resources management within the Academy.

2.1 Recruitment					
	Basic file description	Data Prot 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 Principal	Yes		Date of appointment + 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 + 6 months	SECURE DISPOSAL
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
2.1.4	Pre-employment vetting	No	DBS Update Service	The Academy does not have to keep copies of DBS certificates. If the Academy does so the copy must NOT be retained for more	

<b>2.1 Recruitment</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
	information – DBS Checks including update service		Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	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 member of staff’s personal file but must not be retained for more than 6 months	

<b>2.1 Recruitment</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	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 plus not less than three years	

<b>2.2 Operational Staff Management</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
2.2.1	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal/ assessment records	Yes		Current year + 5 years	SECURE DISPOSAL

<b>2.3 Management of Disciplinary and Grievance</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	Until the person’s normal retirement age or 10 years from the date of the 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 the file and a copy provided to the person concerned <sup>1</sup>	SECURE DISPOSAL These records must be shredded
2.3.2	Disciplinary Proceedings	Yes			
	oral warning			Period of warning then 2 years – held in separate file to personal file	
	written warning – level 1			Period of warning then 2 years – held in separate file to personal file	

<sup>1</sup>This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.



<b>2.3 Management of Disciplinary and Grievance</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
	written warning – level 2			Period of warning then 2 years – held in separate file to personal file	
	final warning			Period of warning then 2 years – held in separate file to personal file	
	case not found			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case unless the DSO says otherwise due to ongoing, interlinked matters	SECURE DISPOSAL

<b>2.4 Health and Safety</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety Risk	No		Life of risk assessment + 3 years	SECURE DISPOSAL

<b>2.4 Health and Safety</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
	Assessments				
2.4.3	Records relating to accident/ injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
2.4.4	Accident Reporting	No	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		SECURE DISPOSAL
	Adults			Date of the incident + 6 years	SECURE DISPOSAL
	Children			DOB of the child + 25 years	SECURE DISPOSAL
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	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

<b>2.4 Health and Safety</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years Include notes from radiation officer through membership of CLEAPSS or equivalent	SECURE DISPOSAL
2.4.8	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL

<b>2.5 Payroll and Pensions</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL
2.5.3	Parental Leave	Yes		5 years from birth / adoption leave or 18 years if disabled	SECURE DISPOSAL
2.5.4	Redundancy documentation	Yes		6 years	SECURE DISPOSAL

### 3. Financial Management of the Academy

This section deals with all aspects of the financial management of the Academy including the administration of Academy meals.

3.1 Risk Management and Insurance					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
3.1.1	Insurance Certificate	No	Employers liability Financial Regulations	Closure of the Academy + 40 years	SECURE DISPOSAL

3.2 Asset Management					
	Basic file description	Data Prot 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 + 6 years	SECURE DISPOSAL
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL

<b>3.3 Accounts and Statements Including Budget Management</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
3.3.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans and grants managed by the Academy	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
3.3.3	Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL

<b>3.3 Accounts and Statements Including Budget Management</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL

<b>3.4 Contract Management</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
3.4.1	All records relating to the management of contracts under seal	<b>No</b>	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL

<b>3.4 Contract Management</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
	contracts under signature				
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL

<b>3.5 Academy Fund</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
3.5.1	Cheque books	No		Current year + 6 years	SECURE DISPOSAL
3.5.2	Paying in books	No		Current year + 6 years	SECURE DISPOSAL
3.5.3	Ledgers	No		Current year + 6 years	SECURE DISPOSAL
3.5.4	Invoices	No		Current year + 6 years	SECURE DISPOSAL
3.5.5	Receipts	No		Current year + 6 years	SECURE DISPOSAL
3.5.6	Bank statements	No		Current year + 6 years	SECURE DISPOSAL
3.5.7	Trips and visits documentation	No		Current year + 6 years	SECURE DISPOSAL



<b>3.6 Academy Meals Management</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
3.6.1	Free Academy Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
3.6.2	Academy Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL
3.6.3	Academy Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL

#### 4. Property Management

This section covers the management of buildings and property.

4.1 Property Management					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
4.1.1	Title deeds of properties belonging to the Academy	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belong to the Academy	No		These should be retained whilst the building belongs to the Academy and should be passed onto any new owners if the building is leased or sold.	
4.1.3	Leases of property leased by or to the Academy	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of Academy premises	No		Current financial year + 6 years	SECURE DISPOSAL

<b>4.2 Maintenance</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
4.2.1	All records relating to the maintenance of the Academy carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the Academy carried out by Academy employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL

## 5. Student Management

This section includes all records which are created during the time a pupil spends at the Academy. For information about accident reporting see under Health and Safety above.

<b>5.1 Student's Educational Record</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
5.1.1	Student's Educational Record required	Yes	The Education (Pupil Information) (England) Regulations		

<b>5.1 Student's Educational Record</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
	by The Education (Pupil Information) (England) Regulations 2005		2005 SI 2005 No. 1437		
Primary				Retain whilst the child remains at the primary Academy	<p>The file should follow the student when he/she leaves the primary Academy. This will include:</p> <ul style="list-style-type: none"> <li>• to another primary Academy</li> <li>• to a secondary Academy</li> <li>• to a student referral unit</li> <li>• If the student dies whilst at primary Academy the file should be returned to the Local Authority to be retained for the statutory retention period.</li> </ul> <p>If the student transfers to an independent Academy, transfers to home schooling or leaves the country the file should be returned to the</p>

<b>5.1 Student's Educational Record</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
					Local Authority to be retained for the statutory retention period. Primary schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority
Secondary			Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	SECURE DISPOSAL
5.1.2	Examination Results – Student Copies	Yes			
	Public			This information should be added to the student file	All uncollected certificates should be returned to the examination board.
	Internal			This information should be added to the student file	

<b>5.1 Student's Educational Record</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
5.1.3	Child Protection Information held on student file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student 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 March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	DOB for the child + 25 years then review The 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 Services record	SECURE DISPOSAL – these records MUST be shredded

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

<b>5.2 Attendance</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
5.2.1	Attendance Registers	Yes	Academy 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
5.2.2	Correspondence relating to authorised absence and unauthorised absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

<b>5.3 Special Educational Needs</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	REVIEW NOTE: This retention period is the minimum retention period that any 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.
5.3.2	Statement 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	Date of birth of the student + 25 years [This would normally be retained on the student file]	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.3	Advice and information	Yes	Special Educational	Date of birth of the student	SECURE DISPOSAL unless the document is subject to a legal hold



	provided to parents regarding educational needs		Needs and Disability Act 2001 Section 2	+ 25 years [This would normally be retained on the student file]	
5.3.4 Accessibility Strategy		Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the student + 25 years [This would normally be retained on the student file]	SECURE DISPOSAL unless the document is subject to a legal hold

## 6. Curriculum Management

6.1 Statistics and Management Information					
	Basic file description	Data Prot 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 Statistics and Management Information					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
6.1.2	Examination Results (Academies Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	SATS records	Yes			
	Results			The SATS results should be recorded on the student's educational file and will therefore be retained until the student reaches the age of 25 years. The Academy 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			The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL

6.1 Statistics and Management Information					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
6.1.5	Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum					
	Basic file description	Data Prot 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 + 5 years	It may be appropriate to review these records at the end of the 5 years and allocate a further retention period or SECURE DISPOSAL
6.2.2	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL

6.2 Implementation of Curriculum					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
6.2.3	Class Record Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.4	Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.5	Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.6	Students Work	No		Where possible students work should be returned to the student at the end of the academic year if this is not the Academy's policy then current year + 1 year	SECURE DISPOSAL

## 7. Extra-Curricular Activities

7.1 Educational Visits outside the Classroom					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
7.1.1	Records created by Academies to obtain approval to run an Educational Visit outside the Classroom – <b>Primary</b> Schools	<b>No</b>	Outdoor Education Advisers’ Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> 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 Academies to obtain approval to run an Educational Visit outside the Classroom – <b>Secondary</b> schools and academy’s	No	Outdoor Education Advisers’ Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - “Legal Framework and Employer Systems” and Section 4 - “Good Practice”.	Date of visit + 10 years	SECURE DISPOSAL

<b>7.1 Educational Visits outside the Classroom</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
7.1.3	Parental consent forms for Academy 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 academy's do not have the storage capacity to retain every single consent form issued by the Academy for this period of time.
7.1.4	Parental permission slips for Academy trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the student involved in the incident + 25 years The permission slips for all the students on the trip need to be retained to show that the rules had been followed for all students	

<b>7.3 Family Support Workers and Academy Liaison Assistants</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
7.3.1	Documentation	Yes		Current year + 2 years then review	SECURE DISPOSAL
7.2.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst student is attending Academy and then destroy	
7.2.3	Referral forms	Yes		While the referral is current	
7.2.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
7.2.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	
7.2.6	Group Registers	Yes		Current year + 2 years	

## 8. Central Government and Local Authority

This section covers records created in the course of interaction between the Academy and the local authority.

8.1 Local Authority					
	Basic file description	Data Prot 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	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
8.1.3	Academy Census Returns	No		Current year + 5 years	SECURE DISPOSAL
8.1.4	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL

8.2 Central Government					
	Basic file description	Data Prot 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	No		Current year + 6 years	SECURE DISPOSAL



<b>8.2 Central Government</b>					
	<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
8.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL