

DATA RETENTION SCHEDULE

Date of issue: 01/02/2018

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
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

