



Retention Policy

Date of issue:	May 2024
Review Date	May 2026
To be reviewed	Headteacher, Staff and Governors
Authorised by	Headteacher and Governors

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Child Protection

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
CP files	Y	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', Sept 2004	DOB + 25 years	Secure Disposal
Pastoral Support notes relating to safeguarding issues	Y	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', Sept 2004	DOB + 25 years- these notes will be retained with the individual child's CP file	Secure Disposal
Exclusion files -this includes pastoral support notes associated with exclusions	Y		7-year period from when the child leaves school	Secure Disposal
Allegation against member of staff even if unfounded	Y	Employment Practices Code: Supplementary guidance 2.13.1 (records of disciplinary and grievance) Education Act 2002 guidance 'Dealing with allegations of abuse against teachers and other staff' Nov 2005	Until person's normal retirement age Or 10 years from date of allegation - whichever is longer	Secure Disposal

Governors

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Principal signed minutes	N		Permanent	Retain for 6 years
Inspection copy of minutes	N		Date of meeting + 3 years	Secure Disposal
Governor Agendas	N		Date of meeting	Retain in school for 6 years from meeting
Governor Reports	N		Date of report + 6 years	Retain in school for 6 years from meeting
Annual Parents' meeting papers	N		Date of report + 6 years	Retain in school for 6 years from meeting
Instrument of Government	N		Permanent	Retain whilst school is open
Trusts & Endowments	N		Permanent	Retain in school whilst operationally required
Action Plans	N		Date of action plan + 3 years	Secure Disposal

Pay Policy	N		Expiry of policy	Retain whilst any part of the policy is operational
Complaints File	Y		Date of resolution + 6 years	Retain in school for the first six years. Review for further retention in the case of conscientious disputes Secure Disposal Routine complaints.
Annual Reports for DfE	N	Education (Governors' Annual Reports) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	

Management

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Log Books	Y		Date of last entry in book + 6 years. The log book is archived at the Wiltshire History Centre in Chippenham.	Retain for 6 years from last entry point. The log book is archived at the Wiltshire History Centre in Chippenham.
Minutes of SMT meetings	Y		Date of meeting + 5 years	Retain for 5 years from meeting
Reports made by the HT or SMT	Y		Date of report + 3 years	Retain for 3 years from meeting
Records created by SMT or other staff with admin responsibility	Y		Closure of file + 6 years	Secure Disposal
Correspondence from SLT or staff with admin responsibility	N		Date of correspondence + 3 years	Secure Disposal
Professional Development Plans	Y		Closure + 6 years	Secure Disposal
School Improvement	Y		Closure + 6 years	Review

and Action Plan				
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Admissions

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Successful Admissions	Y		Admission + 1 year	Secure Disposal
Unsuccessful Admissions	Y		Resolution of case + 1 year	Secure Disposal
Proofs of address supplied by parents as part of admissions process	Y		Current year + 1 year	Secure Disposal

Pupils

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Admissions Registers	Y		Date of last entry + 6 years	6 years then transfer to archives
Attendance Registers	Y		Date of register + 3 years	Secure Disposal
Pupil files retained in school	Y		Retain for the time which the pupil remains at the school	Transfer to secondary school or other primary.
SEN Files	Y		DOB + 25 years	Secure Disposal
Correspondence relating to absence	N		Date of absence + 2 years	Secure Disposal
Any records created in the course of contact with pupils (this includes any electronic information -e.g. emails)	Y		Current year + 3 years	Review at end of period then Secure Disposal

SEND

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
SEND Statement/ EHCP	Y	SEND act 2001 Section 1	DOB + 30 years	Secure Disposal
Proposed SEND Statement /EHCP	Y	SEND act 2001 Section 1	DOB + 30 years	Secure Disposal
Advice and information to parents re educational needs	Y	SEND act 2001 Section 2	Closure + 12 years	Secure Disposal
Accessibility Strategy	Y	SEND act 2001 Section 14	Closure + 12 years	Secure Disposal

Trips

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Parental permissions for trips with no incident	Y		Conclusion of trip	Secure Disposal
Parental permissions for trips with an incident	T	Limitation Act 1980	DOB of pupil involved + 25 years	Secure Disposal
Records created by schools to obtain approval to run educational visit out of school	N	3 part supplement to H&S of pupils on educational visits	Date of visit + 14 years	

Curriculum

File Description	DP	Statutory Provisions	Retention Period	Final Action
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School Development Plan	N		Current year + 6 years	Secure Disposal
Curriculum returns	N		Current year + 3 years	Secure Disposal
Schemes of work	N		Current year + 1 year	Secure Disposal
Timetable	N		Current year + 1 year	Secure Disposal
Class record books	N		Current year + 1 year	Secure Disposal
Mark Books	N		Current year + 1 year	Secure Disposal
Record of homework set	N		Current year + 1 year	Secure Disposal
Pupils' work	N		Current year + 1 year	Secure Disposal
SATS records - exam papers & results	Y		Current year + 6 years	Secure Disposal
PAN reports	Y		Current year + 6 years	Secure Disposal
Value Added & Contextual Data	Y		Current year + 6 years	Secure Disposal
Self Evaluation Forms	Y		Current year + 6 years	Secure Disposal

Personnel Records Held in School

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Timesheets / Sick Pay	Y	Financial Regulations	Current year + 6 years	Secure Disposal
Staff Personal Files	Y		Termination + 7 years	Secure Disposal
Interview Notes & Recruitment Records	Y		Date of interview + 6 months	Secure Disposal
Oral Disciplinary	Y		Date of warning + 6 months	Secure Disposal
Written Warning Level 1	Y		Date of warning + 6 months	Secure Disposal
Written Warning Level 2	Y		Date of warning + 12 months	Secure Disposal
Final Warning	Y		Date of warning + 18 months	Secure Disposal
Accident or Injury at Work Records	Y		Date of Incident + 12 years (longer for serious accidents)	Secure Disposal
Maternity Pay Records	Y	Statutory Maternity Pay	Current year + 3 years	Secure Disposal
Records relating to retirement benefits schemes	Y		Current year + 6 years	Secure Disposal
Work Experience Agreement			DOB of child + 18 years	Secure Disposal

Health & Safety

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Accessibility Plan		Disability Discrimination Act	Current year + 6 years	Secure Disposal
Accident with an adult	Y		Date of incident + 7 years	Secure Disposal
Accident with a child	Y		DOB of child + 25 years	Secure Disposal
COSHH			Current year + 10 years	
Incident Reports	Y		Current year + 20 years	Secure Disposal
Policy Statements			Date of expiry + 1 year	Secure Disposal
Risk Assessments	Y		Current year + 3 years	Secure Disposal
Fire Precautions Log Book			Current Year + 6 years	Secure Disposal

Administrative

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
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Liability Certificate			Closure of school + 40 years	Secure Disposal
Inventories of equipment and furniture			Current year + 6 years	Secure Disposal
School Prospectus			Current year + 3 years	
Newsletters			Current year + 1 year	
Visitors Book			Current year + 2 years	
Friends Committee Documents			Current year + 6 years	

Finance

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Annual Accounts		Financial Regulations	Current year + 6 years	

Loans and Grants		Financial Regulations	Last date of payment + 12 years	
Contract Under Seal			Completion date + 12 years	Secure Disposal
Contract Under Signature			Completion date + 6 years	Secure Disposal
Budget Reports			Current year + 3 years	Secure Disposal
Invoices & Receipts		Financial Regulations	Current year + 6 years	Secure Disposal
Annual Budget and Paperwork			Current year + 6 years	Secure Disposal
Orders & Requisitions			Current year + 6 years	Secure Disposal
Delivery Documentation			Current year + 6 years	Secure Disposal
School Fund Cheque Books			Current year + 3 years	Secure Disposal
School Fund Paying in Books			Current year + 6 years	Secure Disposal
School Fund Ledger			Current year + 6 years	Secure Disposal
School Fund Receipts			Current year + 6 years	Secure Disposal

School Fund Bank Statements			Current year + 6 years	Secure Disposal
FSM Register			Current year + 6 years	Secure Disposal
Petty Cash Book			Current year + 6 years	Secure Disposal

Property				
File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Title Deeds			Permanent	

Plans			Permanent	Keep whilst school is operations
Maintenance & Contractors		Financial Regulations	Current year + 6 years	Secure Disposal
Leases			Expiry of lease + 6 years	Secure Disposal
Lettings			Current year + 3 years	Secure Disposal
Burglary, theft and vandalism report forms			Current year + 6 years	Secure Disposal
Maintenance log books			Current year + 6 years	Secure Disposal
Contractors' Reports			Current year + 6 years	Secure Disposal

Local Authority

Local Authority				
File Description	DP Issues	Statutory Provisions	Retention Period	Final Action

Transfer to Secondary Sheets	Y		Current year + 2 years	Secure Disposal
Attendance Returns	Y		Current year + 1 year	Secure Disposal
Circulars from LA			Whilst required operationally	Review

School Dinners

File Description	DP Issues	Statutory Provisions	Retention Period	Final Action
Dinner Register			Current year + 3 years	Secure Disposal
School Meals Summary Sheets			Current year + 3 years	Secure Disposal
FSM Register			Current year + 6 years	Secure Disposal
Infant FSM Register			Current year + 6 years	Secure Disposal