


# Record Management Policy and Retention Schedule

## Sept 2021



### St Aloysius' College

Hornsey Lane,  
Highgate,  
London  
N6 5LY

Last Review Date:	Sept 2021
Next Review Date:	Sept 2022
Governor's Signature:	



# St Aloysius' College - Records Management Policy and Retention Schedule 2021-22

## Records Management Policy and Retention Schedule

<b>Policy Reference:</b>	St Aloysius' College
<b>Description:</b>	This document outlines the school's policy on records management, in line with the Freedom of Information Act 2000 and Data Protection Act 2018
<b>Status:</b>	Non-Statutory Policy
<b>Policy Audience:</b>	Governing body and staff
<b>School Contact:</b>	Headteacher
<b>Other related School policies and procedures:</b>	Statutory and non-statutory policies
<b>Governor Committee:</b>	HR, Finance and Premises Committee
<b>Frequency of review:</b>	Annually
<b>Latest Date for Next Review:</b>	Sept 2022
<b>Version</b>	Version 1
<b>Policy Level</b>	<b>Policy Level 2</b> <u>Statutory Policy</u> (ALL Schools should adopt with no change allowed to core text. Changes to school name and school's usual sign-off and review date reminders allowed)

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## Background

Section 46 of the Freedom of Information Act 2000 requires schools to follow a Code of Practice on managing their records. Under section 7 of the Code of Practice on the Management of Records, it states that:

*“Authorities should have in place a records management policy, either as a separate policy or as part of a wider information or knowledge management policy.”*

This policy needs to:

- be endorsed by senior management, for example at board level, and should be readily available to staff at all levels. (7.1)
- provide a mandate for the records and information management function and a framework for supporting standards, procedures and guidelines. The precise contents will depend on the particular needs and culture of the authority but it should as a minimum:
  - a) Set out the authority's commitment to create, keep and manage records which document its principal activities;
  - b) Outline the role of records management and its relationship to the authority's overall business strategy;
  - c) Identify and make appropriate connections to related policies, such as those dealing with email, information security and data protection;
  - d) Define roles and responsibilities, including the responsibility of individuals to document their work in the authority's records to the extent that, and in the way that, the authority has decided their work should be documented, and to use those records appropriately;
  - e) Indicate how compliance with the policy and the supporting standards, procedures and guidelines will be monitored. (7.2)

The policy should be kept up-to-date so that it reflects the current needs of the authority. One way of ensuring this is to review it at agreed intervals, for example every three or five years, and after major organisational or technological changes, in order to assess whether it needs amendment. (7.3)

The authority should consider publishing the policy so that members of the public can see the basis on which it manages its records. (7.4)

[For a full copy of the Lord Chancellor's Code of Practice see

<http://www.nationalarchives.gov.uk/documents/information-management/foi-section-46-code-of-practice.pdf>]

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## Records Management Policy

St Aloysius' College recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

### 1. Scope of the policy

- 1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 1.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

### 2. Responsibilities

- 2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.
- 2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

### 3. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy

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- Data Protection Policy
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

**Signed:**

**[Head Teacher]**

## Retention Schedule

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under both the Data Protection Act 2018 and the Freedom of Information Act 2000.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

The Retention Schedule is divided into five sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority

There are sub headings under each section to help guide you to the retention period you are looking for.

This schedule should be reviewed on a regular basis.

senior management team, the admissions process and operational administration.

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		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating			
	Principal Set (signed)			PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service

	Inspection Copies <sup>2</sup>			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 22	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL

<sup>1</sup> In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder.

<sup>2</sup> 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.

## 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
1.1.5	Instruments of Government including Articles of Association	No		PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.1.6	Trusts and Endowments managed by the Governing Body	No		PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school 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	SECURE DISPOSAL

1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
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
Please note that all information about the retention of records concerning the recruitment of Head Teachers can be found in the Human Resources section below.					
<b>1.2 Head Teacher and Senior Management Team</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of		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

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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 pupils or		Date of the meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
1.2.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of		Current academic year + 6 years then review	SECURE DISPOSAL
1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of		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	School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL
<b>1.3 Admissions Process</b>					

Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools 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	Resolution of case + 1 year	SECURE DISPOSAL

			authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014		
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made. <sup>3</sup>	REVIEW Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.
1.3.5	Admissions – Secondary Schools – 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, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
<sup>3</sup> School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 p6					

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
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc	Yes			
	For successful admissions			This information should be added	SECURE DISPOSAL
	For unsuccessful admissions			Until appeals process	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	SECURE DISPOSAL
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL

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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	SECURE DISPOSAL
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then REVIEW	SECURE DISPOSAL
<b>2. Human Resources</b>					
This section deals with all matters of Human Resources management within the school.					
<b>2.1 Recruitment</b>					
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 headteacher	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

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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	SECURE DISPOSAL
2.1.4	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide Sept 2021: Keeping children safe in education	The school does not have to keep copies of DBS certificates. If the school does so the copy must	SECURE DISPOSAL
2.1.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes	Employer Guide Sept 2021: Keeping children safe in education	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	SECURE DISPOSAL

## 2.2 Operational Staff Management

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

## 2.3 Management of Disciplinary and Grievance Processes



Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded <sup>5</sup>	Yes	“Keeping children safe in education Statutory guidance for schools and colleges Sept 2021”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children Sept 2021”	Until the person’s normal retirement age or 10 years from the date of the allegation <del>whichever is the</del>	SECURE DISPOSAL
				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	These records must be shredded
2.3.2	Disciplinary Proceedings	Yes			
	oral warning			Date of warning <sup>6</sup>	
	written warning – level 1			Date of warning + 6 months	
	written warning – level 2			Date of warning + 12 months	SECURE DISPOSAL
	final warning			Date of warning + 18 months	[If warnings are placed on personal files then they must be weeded from the file]
	case not found			If the incident is child protection related then see above otherwise <del>disposal of the</del>	SECURE DISPOSAL

2.4 Health and Safety					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3	SECURE DISPOSAL
2.4.3	Records relating to accident/ injury at work	Yes		Date of incident In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
2.4.4	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration		
			Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of the	SECURE DISPOSAL
	Children			DOB of the child	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	Current year + 40 years	SECURE DISPOSAL

			11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)		
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	SECURE DISPOSAL
2.4.8	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL
4 Employers are required to take a "clear copy" of the documents which they are shown as part of this process					
<b>2.5 Payroll and Pensions</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960),	Current year + 3 years	SECURE DISPOSAL

			revised 1999 (SI1999/567)		
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL
<b>3. Financial Management of the School</b>					
This section deals with all aspects of the financial management of the school including the administration of school meals.					
<b>3.1 Risk Management and Insurance</b>					
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	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
<b>3.2 Asset Management</b>					
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
<sup>5</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					

<sup>6</sup> Where the warning relates to child protection issues see above. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice

<b>3.3 Accounts and Statements including Budget Management</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the
3.3.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans and grants managed by the school	No		Date of last payment on the	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
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>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record

3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
<b>3.5 School Fund</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.5.1	School Fund - Cheque books	No		Current year + 6 years	SECURE DISPOSAL
3.5.2	School Fund - Paying in books	No		Current year + 6 years	SECURE DISPOSAL
3.5.3	School Fund – Ledger	No		Current year + 6	SECURE DISPOSAL
3.5.4	School Fund – Invoices	No		Current year + 6	SECURE DISPOSAL
3.5.5	School Fund – Receipts	No		Current year + 6	SECURE DISPOSAL
3.5.6	School Fund - Bank statements	No		Current year + 6 years	SECURE DISPOSAL
3.5.7	School Fund – Journey Books	No		Current year + 6 years	SECURE DISPOSAL
<b>3.6 School Meals Management</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.6.1	Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
3.6.2	School Meals Registers	Yes		Current year + 3	SECURE DISPOSAL

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3.6.3	School Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL
<b>4. Property Management</b>					
This section covers the management of buildings and property.					
<b>4.1 Property Management</b>					
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 school	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 school	No		These should be retained whilst the building belongs to the school and should be passed	
4.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
<b>4.2 Maintenance</b>					

Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
<b>5. Pupil Management</b>					
This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health and Safety above.					
<b>5.1 Pupil's Educational Record</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information)		The file should follow the pupil when he/she leaves the primary school. This will include:
			(England) Regulations 2005 SI 2005 No. 1437		



					<ul style="list-style-type: none"> <li>• to another primary school</li> <li>• to a secondary school</li> <li>• to a pupil referral unit</li> <li>• If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.</li> </ul> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the 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</p>
	Secondary		Limitation Act 1980 (Section 2)	Date of Birth of + 25 years	SECURE DISPOSAL
5.1.2	Examination Results – Pupil Copies	Yes			

	Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
	Internal			This information should be added	
<b>5.1 Pupil's Educational Record</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
<p><b>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></p>					
5.1.3	Child Protection information held on pupil file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges Sept 2021"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children Sept 2021"	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL – these records MUST be shredded
5.1.4		Yes	"Keeping children safe in education Statutory	DOB of the child + 25 years then	SECURE DISPOSAL – these records MUST be shredded

	Child protection information held in separate files		guidance for schools and colleges Sept 2021"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children Sept 2021"	This 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 Social Services record	
Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.					
5.2 Attendance					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities	Every entry in the attendance register must be preserved for a period of three years after the date on which	SECURE DISPOSAL
5.2.2	Correspondence relating to authorized absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

5.3 Special Educational Needs					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980	Date of Birth of the pupil + 25 years	REVIEW
			(Section 2)		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 pupil	SECURE DISPOSAL unless the document is subject to a legal hold
				+ 25 years [This would normally be retained on the pupil file]	
5.3.3	Advice and information provided to parents	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of	SECURE DISPOSAL unless the document is subject to a legal hold
				+ 25 years [This would normally	

	regarding educational needs			be retained on the pupil file]	
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
<b>6.</b> Curriculum Management					
<b>6.1 Statistics and Management Information</b>					
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	SECURE DISPOSAL
6.1.2	Examination Results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	SATS records –	Yes			
	Results			<p>The SATS results should be recorded on the pupil's educational file and will</p> <p>The school 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</p>	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
6.1.5	Self Evaluation Forms	Yes		Current year + 6	SECURE DISPOSAL
<b>6.2 Implementation of Curriculum</b>					
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 + 1	
6.2.2	Timetable	No		Current year + 1	
6.2.3	Class Record Books	No		Current year + 1	
6.2.4	Mark Books	No		Current year + 1	
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	Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year	SECURE DISPOSAL

7. Extra Curricular Activities					
<b>7.1 Educational Visits outside the Classroom</b>					
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 schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	<a href="http://oeapng.info">Outdoor Education Advisers' Panel National Guidance website</a> <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 schools to obtain approval to run an Educational Visit outside the  Classroom – Secondary Schools	No	<a href="http://oeapng.info">Outdoor Education Advisers' Panel National Guidance website</a> <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

7.1.3	Parental consent forms for school 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 schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	
<b>7.2 Walking Bus</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.2.1	Walking Bus Registers	Yes		Date of register + This takes into account the fact that if there is an incident requiring an accident report the register will be submitted	SECURE DISPOSAL  [If these records are retained electronically any back up copies should be destroyed at the same time]



				with the accident report and kept for the period of time required for accident reporting	
<b>7.3 Family Liaison Officers and Home School Liaison Assistants</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.3.1	Day Books	Yes		Current year + 2	
7.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
7.3.3	Referral forms	Yes		While the	
7.3.4	Contact data sheets	Yes		Current year then review, if contact is no	
7.3.5	Contact database entries	Yes		Current year then review, if contact is no	
7.3.6	Group Registers	Yes		Current year + 2	
<b>8. Central Government and Local Authority</b>					

# St Aloysius' College - Records Management Policy and Retention Schedule 2021-22

This section covers records created in the course of interaction between the school and the local authority.					
<b>8.1 Local Authority</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
8.1.2	Attendance Returns	Yes		Current year + 1	SECURE DISPOSAL
8.1.3	School Census Returns	No		Current year + 5	SECURE DISPOSAL
8.1.4	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL
<b>8.2 Central Government</b>					
Basic file description		Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the
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
8.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL

