

Retention Schedule – [Hawkswood Primary]

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers	Yes		Date of last entry in the book (or file) + 6 years – These records are no longer generated in paper but electronically held using SIMS BROCON software	Retain in the school for 6 years from the date of the last entry then consider transfer to Archives
Attendance registers	Yes		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any back-up copies should be destroyed at the same time]
Pupil files			Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service
Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed by all pupils	SECURE DISPOSAL

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Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL
Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 year ¹	SECURE DISPOSAL
Correspondence Relating to Authorised Absence and issues	No		Date of absence + 2 years	SECURE DISPOSAL
Examination results	Yes			
<ul style="list-style-type: none"> • <i>Public</i> 	No		Year of examinations + 6 years	SECURE DISPOSAL
<ul style="list-style-type: none"> • <i>Internal examination results</i> 	Yes		Current year + 5 years ²	SECURE DISPOSAL
Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending

¹ If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

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Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending