

Burnside / Hawkswood Secondary

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 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	Yes	Limitation Act 1980	DOB of the pupil + 25 years	SECURE DISPOSAL
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

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.

² As above.

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