

Retention Schedule

Basic File Description	Statutory Provisions	Retention Period
Records relating to the creation and implementation of the school's Admissions Policy	School Admissions Code (2014)	Retain in school for life of the policy + 3 years
Admission forms: unsuccessful or withdrawn applications (including supplementary information e.g. proof of address, religion, medical conditions etc.)	School Admissions Code (2014)	a) If no appeal, 1 year from receipt b) If appealed, 1 year from resolution of case*
Admission forms: successful applications	School Admissions Code (2014)	Date of admission + 1 year
Admission registers	Education (Pupil Registration) (England) Regulations 2006	Retain in school until date of last entry in the book (or file) + 3 years
Attendance registers	Education (Pupil Registration) (England) Regulations 2006	Date of register + 3 years
Pupil absence letters / leave forms / correspondence relating to authorised absence		Date of absence + 2 years
Absence books		Current year + 6 years from last entry in book
Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc.		Current year + 6 years from last entry in book
Child protection files	DfE 'Keeping Children Safe in Education' (2016), Annex B, p.61	Date of birth of pupil + 25 years*
Pupil's educational record (pupil file) Pupils with Special Educational Needs (SEN)		Date of birth of pupil + 22 years*
Pupil's educational record (pupil file) All other pupils	Limitation Act (1980)	Date of birth of pupil + 22 years*
Pupil's educational record (pupil file) Deceased pupils		Date of death + 7 years
Images of pupils - signed consent forms by parent / guardian		Date of signing + 5 years; or at end of project; or when pupil leaves the school
Activity / visit / trip consent forms - signed by parent or guardian where no incident occurs		Date of event + 1 year
Activity / visit / trip consent forms - signed by parent or guardian where a major incident occurs	Limitation Act 1980	Date of birth of child involved in incident + 22 years
Internal and external examination papers (completed)		Current academic year + 6 years or until any appeals / validation process is complete
Examination results - summaries or other statistical information created by the school		Current academic year + 6 years
Any other records created in the course of contact with pupils maintained for teachers' own use (i.e. NOT part of the educational record)		Current academic year + 3 years