



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

### 1. Management of the School

1.1 ADMISSIONS PROCESS					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
1.1.1	All records to the creation and implementation of the School Admission Policy	No	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Life of the policy plus 3 years then review	Secure disposal
1.1.2	Admissions – if the admission is successful	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Date of admission plus 1 year	Secure disposal
1.1.3	Admissions – if the appeal is unsuccessful	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 Schools Admission Appeals Code February 2012 Statutory guidance for school leaders, governing bodies and local authorities.	Resolution of case plus 1 year	Secure disposal



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

### 1.1 ADMISSIONS PROCESS

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
1.1.4	Register of admissions	Yes	School attendance: Department advice for maintained schools, academies, independent schools and local authorities November 2016	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made	Review Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm dates they attended school GBPS: Record to be kept permanently on Arbor (electronic record)
1.1.5	Admissions – Secondary Schools - Casual	Yes		Current year plus 1 year	Secure disposal
1.1.6	Proof of address supplied by parents as part of the admission process	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Current year plus 1 year	Secure disposal
1.1.7	Supplementary information forms including additional information such as religion, medical conditions etc	Yes	Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	The information should be added to the pupil file	Secure disposal
	For successful admissions		Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators	The information should be added to the pupil file	Secure disposal



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

### 1.1 ADMISSIONS PROCESS

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
		and admission appeals panels December 2014		
For unsuccessful admissions		Schools Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Until appeals process is complete	Secure disposal

### 1.2 OPERATIONAL ADMINISTRATION

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
<b>1.2.1</b> General file series	No		Current year plus 5 years then review	Secure disposal
<b>1.2.2</b> Records relating to the creation and publication of the school brochure or prospectus	No		Current year plus 3 years	Standard disposal
<b>1.2.3</b> Records relating to the creation and distribution of circulars to staff parents or pupils	No		Current year plus 1 year	Standard disposal
<b>1.2.4</b> Newsletters and other items with short operational use	No		Current year plus 1 year	Standard disposal
<b>1.2.5</b> Visitors books and signing in sheets	Yes		Current year plus 6 years then review	Secure disposal



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

1.2 OPERATIONAL ADMINISTRATION					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
1.2.6	Records relating to the creation and management of parent/teacher associations and or old pupil's associations	No		Current year plus 6 years then review	Secure disposal
1.2.7	Electronic copies of Newsletters and circulars for parents	No		There may be reasons for keeping electronic copies of newsletters or circulars i.e. referencing when information has been provided to parents historically. In order to provide this reference, records can be kept: Current year plus 6	Delete



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

### 2. Pupil’s Educational Record

2.1 PUPIL’S EDUCATIONAL RECORD				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
<p><b>2.1.1</b> Pupil’s Educational Record required by the Education (Pupil Information) (England) Regulations 2005</p> <p><b>Great Bridge Primary School uses Arbor MIS (Management Information System) to record pupil information</b></p>	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437	7 years following departure from the school. However, incident reports, SEN and safeguarding files will are kept longer.	Data deletion within Arbor.
Primary			<p>Transfer to receiving schools and retain whilst the child remains at the primary school</p> <p>(Transition Files need to be handed over prior to start date in receiving school)</p>	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <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 LA to be retained for the statutory retention period</li> </ul> <p>If a pupil transfers to an independent school, elective home education or leaves the country the file should be returned to the LA to be retained for the statutory retention period.</p>



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

2.1 PUPIL'S EDUCATIONAL RECORD					
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
	Secondary	Limitation Action 1980 (Section 2)	Date of birth of the pupil + 25 years	Secure disposal	
2.1.2	Examination results	Yes			
	SATS Results			This information should be added to the pupils file.	
	Public Examinations e.g GCSE			This information should be added to the pupil file	
	Internal			This information should be added to the pupil file	
2.1.3	Child protection information	Yes	Keeping Children Safe in Education statutory guidance for schools and colleges - Sept 2016 'Working Together to Safeguard Children A guide to interagency working to safeguard children – March 2015	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	
2.1.4	Child protection information held in separate files	Yes	Keeping Children Safe in Education statutory guidance for schools and colleges - Sept 2016 'Working Together to Safeguard Children A guide to interagency working to safeguard children – March 2015	DOB of the child plus 25 years then review. 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	
2.1.5	Child Protection information related to a child who did not transfer to any other school, left the country etc.	Yes	Keeping Children Safe in Education statutory guidance for schools and colleges - Sept 2016 'Working Together to Safeguard Children A	DOB of the child plus 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the	



## Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

2.1 PUPIL'S EDUCATIONAL RECORD				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
		guide to interagency working to safeguard children – March 2015	understanding that the principal copy of this information will be found on the Local Authority Social Services record	
2.1.6	Achievement data, pupil tracking, records of interventions planned and completed, pupil tracking and provision maps	Yes	This information should be kept until the child progresses to Year 7 + 5 years to enable performance data tracking.	Secure disposal or deletion of electronic records.

### 3. Attendance

3.1 ATTENDANCE					
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
3.1.1	Attendance registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and LAs October 2014	Every entry in the attendance register must be preserved for a period of three years after the dates on which the entry was made	Secure disposal
3.1.2	Correspondence relating to authorised absence	Yes	Education Act 1996 Section 7	Current academic year plus 2 years	Secure disposal
3.1.3	Electronic attendance registers	Yes		Permanent	



**4. Special Educational Needs**

4.1 SPECIAL EDUCATIONAL NEEDS					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
4.1.1	Special Educational Needs files, reviews and individual education plans (IEPs) Education Health and Care Plans (EHC Plans)	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil plus 25 years	REVIEW: 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. EHC Plans should follow the child through Education.
4.1.2	Education, Health and Care Plans and Statements 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. SEND Reforms 2014	Date of birth of the pupil plus 25 years (This would normally be retained on the pupil file)	Secure disposal unless the document is subject to legal hold
4.1.3	Advice and information provided to parents regarding educational needs	Yes	Education Act 1996. Special Educational Needs and Disability Act 2001 Section 1.	Date of birth of the pupil plus 25 years (This would normally be retained on the pupil file)	Secure disposal unless the document is subject to legal hold



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

4.1 SPECIAL EDUCATIONAL NEEDS					
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
4.1.4	Accessibility strategy	Yes	SEND Reforms 2014 Education Act 1996. Special Educational Needs and Disability Act 2001 Section 1. SEND Reforms 2014	Date of birth of the pupil plus 25 years (This would normally be retained on the pupil file)	Secure disposal unless the document is subject to legal hold

## 5. Health and Safety

5.1 HEALTH AND SAFETY					
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
5.1.1	Health and safety policy statement	No		Life of policy plus 3 years	Secure disposal
5.1.2	Health and safety risk assessment	No		Life of risk assessment plus 3 years	Secure disposal
5.1.3	Records relating to accident/injury at work	Yes		Date of incident plus 12 years. In the case of serious accidents a further retention period will need to be applied	Secure disposal
5.1.4	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 incident plus 6 years	Secure disposal



## Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

5.1 HEALTH AND SAFETY					
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
	Children		DOB of the child plus 25 years	Secure disposal	
5.1.5	Control of substances hazardous to health (COSHH)	No	COSHH Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18	Current year plus 40 years	Secure disposal
5.1.6	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 No632 Regulation 19	Last action plus 40 years	Secure disposal

## 6. Extra-Curricular Activities

6.1 EDUCATION VISITS OUTSIDE THE CLASSROOM					
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
6.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers Panel National Guidance website <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



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

### 6.1 EDUCATION VISITS OUTSIDE THE CLASSROOM

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
6.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers Panel National Guidance website <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
6.1.3	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
6.1.4	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 incident + 25 years 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	
6.1.5	Parental consent forms for attendance at after school clubs	No		Conclusion of the club	Secure disposal



## Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

### 6.2 WALKING BUS

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
6.2.1	Walking Bus Registers	Yes		Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	Secure disposal (If these documents are retained electronically any back-up copies should be destroyed at the same time)

### 6.3 FAMILY LIAISON OFFICERS AND HOME SCHOOL LIAISON WORKERS

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
6.3.1	Day Books	Yes		Current year + 2 years then review	
6.3.2	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	
6.3.3	Referral forms	Yes		While the referral is current	
6.3.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
6.3.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	
6.3.6	Group Registers	Yes		Current year + 2 years	



# Great Bridge Primary School

## Data Retention Schedule Pupil Information: 2025

### 7. Extra-Curricular Activities – Records created in the course of interaction between the school and local authority

7.1 LOCAL AUTHORITY					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
7.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	Secure disposal
7.1.2	Weekly Data Return to the Local Authority (Business to Business (B2B) or a Data Manager File	Yes		Current year + 1 year	Secure disposal
7.1.3	School Census Returns	Yes		Current year + 5 years	Secure disposal
7.1.4	Circulars and other information send from the Local Authority	No		Operational use	Secure disposal
7.1.5	Files created relating to Statutory results data collections (e.g. CTF files for EYFS, Phonics and KS1) – Primary and Infant only	Yes		Current year + 6 years	Secure disposal
7.1.6	WellComm speech and language data returns – Primary and Infant only	Yes		Current year + 1 year	Secure disposal