

Pupil Records – Retention Schedule

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| Admissions records | Successful applications – kept alongside educational record. Unsuccessful applications – resolution of appeal + 1 year |
| Admissions register | Entries to be preserved for three years from date of entry |
| School Meals Registers | 3 years from the end of the academic year in which the final entry in the register was recorded |
| Free School Meals Registers | 6 years from the end of the academic year in which the final entry in the register was recorded |
| Pupil Record | Records transferred to new school when pupil leaves. If the child does not move to another educational setting (e.g. Home Schooled) then the records will be retained until the child turns 25. |
| Attendance Registers | 3 years. For computerised registers retain until 3 years after the end of the school year during which the entry was made. |
| Special Educational Needs files, reviews and individual education plans (this includes any Statement and all advice and information shared regarding educational needs) | SEN Records transferred to new school when pupil leaves. If the child does not move to another educational setting (e.g. Home Schooled) then the records will be retained until the child turns 25. |
| Child Protection Records | The Child Protection records will be passed to the new school (separately from the main pupil record) when the child leaves the school. The school will ensure safe transit and obtain confirmation of receipt. The school will retain a copy of the Child Protection records until such a time that the new school acknowledges receipt of the original file. The copy will then be shredded. |
| Accident books / records and reports | Record stored up to 25th birthday |
| Parent contact details | Contact details of parents are maintained for 6 years after their child has left school. Paper records are to be destroyed after this time, while an electronic record is maintained. |