



## ELSON JUNIOR SCHOOL PUPIL DATA RETENTION SCHEDULE

	Data description	GDPR applies?	Statutory Provisions	Retention Period	Notes
1	Records relating to the creation and implementation of the school's Admissions Policy	No	School Admissions Code (2014)	Retain in school for life of the policy + 3 years	
2	Admission forms: unsuccessful or withdrawn applications (including supplementary information e.g. proof of address, religion, medical conditions etc.)	Yes	School Admissions Code (2014)	a) If no appeal, 1 year from receipt  b) If appealed, 1 year from resolution of case*	*Records relating to appeals retained by Appeals Panel for 22 years from date of birth of pupil
3	Admission forms: successful applications	Yes	School Admissions Code (2014)	Date of admission + 1 year	Ensure that supplementary information e.g. proof of address, religion, medical conditions is added to the pupil's file



4	Admission registers	Yes	Education (Pupil Registration) (England) Regulations 2006	Retain in school until date of last entry in the book (or file) + 3 years	If held electronically, a printout should be made at least <b>annually</b> . Any corrections made to electronic data should be clearly shown in the printout.
5	Attendance registers	Yes	Education (Pupil Registration) (England) Regulations 2006	Date of register + 3 years	
6	Pupil absence letters / leave forms / correspondence relating to authorised absence	Yes		Date of absence + 2 years	
7	Absence books	Yes		Current year + 6 years from last entry in book	
8	Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc.	Yes		Current year + 6 years from last entry in book	



9	Child protection files (Primary)	Yes	DfE 'Keeping Children Safe in Education' (2016), Annex B, p.61	<p>Retain while the pupil remains at the primary school*</p> <p>CP file kept for DOB of pupil + 25 years</p>	<p>*CP information must be kept separate from the main pupil file.</p> <p>Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit. Confirmation of receipt should be obtained.</p>
10	<p>Pupil's educational record (pupil file)</p> <p><b>Pupils with Special Educational Needs (SEN) Primary</b></p>	Yes	Retain while pupil remains at the primary school	<p>Retain while the pupil remains at the primary school*</p> <p>SEN file kept for DOB of pupil + 22 years (unless child protection applies, in which case retain for 25 years from DOB)</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• SEN reviews</li> <li>• Individual Education Plans (IEPs) / pupil profiles</li> <li>• Health questionnaires</li> <li>• Parental consent forms</li> <li>• Health care plans</li> <li>• Records of medicine administered</li> </ul>



11	<p>Pupil's educational record (pupil file)</p> <p><b>All other pupils (Primary)</b></p>	Yes	<p>The Education (Pupil Information) (England) Regulations 2005</p>	<p>Retain while the pupil remains at the primary school, then:</p> <ul style="list-style-type: none"> <li>a) Pupil transfers to a known Local Authority primary or secondary school in Hampshire</li> <li>b) Pupil transfers to a known Local Authority or independent primary/secondary school which is another county within the UK or transfers to an independent school within Hampshire</li> <li>c) Pupil transfers to a known primary/secondary school outside of the UK</li> <li>d) Pupil transfers to an unknown school</li> </ul> <p>Pupil files kept for DOB of pupil + 22 years (unless child protection applies, in which case retain for 25 years)</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Health questionnaires</li> <li>• Parental consent forms</li> <li>• Health care plans</li> <li>• Records of medicine administered</li> </ul>
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12	Pupil's educational record (pupil file) <ul style="list-style-type: none"> <li>Deceased pupils</li> </ul>	Yes		Date of death + 7 years	
13	Images of pupils - signed consent forms by parent / guardian	Yes		Date of signing + 5 years; or at end of project; or when pupil leaves the school	Images should not be reused outside of the time period or for other projects other than that specified on the form
14	Activity / visit / trip consent forms - signed by parent or guardian where no incident occurs	Yes		Date of event + 1 year	
15	Activity / visit / trip consent forms - signed by parent or guardian where a major incident occurs	Yes	Limitation Act 1980	Date of birth of child involved in incident + 22 years	<b>Important:</b> consent forms for ALL pupils for an event where a major incident occurs must be retained, not just that of the child involved



16	SATS papers (completed)	Yes	Department for Education (DfE) recommendation	Current year + 1 year	
17	SATS results for individual pupils	Yes			
18	Internal and external examination papers (completed)	Yes		Current academic year + 6 years or until any appeals / validation process is complete	
19	Internal and external examination results for individual pupils	Yes			
20	Examination results - summaries or other statistical information created by the school	Yes		Current academic year + 6 years	
21	Any other records created in the course of contact with pupils maintained for teachers' own use (i.e. NOT part of the educational record)	Yes		Current academic year + 3 years	

