

Storing pupil data

We hold pupil data for a range of time periods:

1.3 Admissions Process				
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operations)
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year
1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for period of three years after the on which the entry was made.
1.3.5	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc	Yes		
	For successful admissions			This information should be added to the pupil file
	For unsuccessful admissions			Until appeals process completed

5.1 Pupil's Educational Record

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	
	Primary			Retain whilst the child remains at the primary school

5.2 Attendance

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.
5.2.2	Correspondence relating to authorized absence		Education Act 1996 Section 7	Current academic year + 2 years

5.3 Special Educational Needs

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years
5.3.2	Statement 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	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]

6.1 Statistics and Management Information

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
6.1.1	Curriculum returns	No		Current year + 3 years
6.1.2	Examination Results (Schools Copy)	Yes		Current year + 6 years
	SATS records – Results	Yes		The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison
	Examination Papers			The examination papers should be kept until any appeals/validation process is complete
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years
6.1.5	Self Evaluation Forms	Yes		Current year + 6 years

7.1 Educational Visits outside the Classroom

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]
7.1.1	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 http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years
7.1.2	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 http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip
7.1.4	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