

COWLEY INTERNATIONAL COLLEGE



EDUCATION RECORDS RETENTION SCHEDULE

Contents

Pupil Records	Page 3
School Trips and Extra Curricular Activities	Page 3
Teaching and Curriculum	Page 3
Staff / Health and Safety / Payroll and Financial Records	Page 4
Safeguarding	Page 5
Central Government and Local Authority	Page 5
Governing Body Records	Page 5
Schedule A – Record of Destruction	Page 7

1. Pupil Records

PR	Basic file description	Justification	Retention Period
PR 1	Admissions and Attendance		
PR 1.1	Admission Registers	Common Practice	Permanent
PR 1.2	Records relating to the admissions process if the admission is successful	Common Practice	Admission + 1 year
PR 1.3	Records relating to the admissions process if the appeal is unsuccessful	The School Admission Appeals Code issued under Section 84 of the School Standards and Framework Act 1998	Conclusion of the appeal process + 1 year
PR 1.4	Attendance registers	Common Practice	Date of register + 3 years
PR 2	Pupil Educational Record		
PR 2.1	Pupil Files – Primary School	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	Retain for the time which the pupil remains at the Primary School then transfer to the Secondary School (or other Primary School) when the child leaves the school
PR 2.2	Pupil Files Secondary	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	DOB of the pupil + 25 years
PR 2.3	Examination results - Public	Common Practice	Year of examinations + 6 years
PR 2.4	Examination results - Internal examination results	Common Practice	Current year + 5 years
PR 2.5	Images held of pupils together with any consents and permissions to publish	Common Practice	All records relating to the image should be retained for the period that the consent is in place.
PR 3	Special Educational Needs		
PR 3.1	Special Educational Needs files, reviews, and Individual Education Plans	Common Practice	DOB of the pupil + 25 years Unless legal action is pending
PR 3.2	Statement maintained under The Education Act 1996 - Section 324	Common Practice	DOB + 25 years Unless legal action is pending
PR 3.3	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 25 years Unless legal action is pending
PR 3.4	Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2 (now repealed)	Closure + 12 years Unless legal action is pending

2. School Trips and Extra Curricular Activities

ST	Basic file description	Statutory Provisions	Retention Period
ST 1	Trips		
ST 1.1	Parental permission slips for school trips – where there has been no major incident	Common Practice	Conclusion of the trip
ST 1.2	Parental permission slips for school trips – where there has been a major incident	Common Practice	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained in these circumstances

3. Teaching and Curriculum

SMT	Basic file description	Statutory Provisions	Retention Period
SMT 1	Senior Management Team		
SMT 1.1	Log-Books	Common Practice	Date of last entry in the book + 6 years
SMT 1.2	Minutes of the Senior Management Team	Common Practice	Date of meeting + 5 years
SMT 1.3	Reports made by the Head Teacher or the management team	Common Practice	Date of report + 3 years
SMT 1.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities	Common Practice	Current academic year + 6 years
SMT 1.5	School development plans	Common Practice	Expiry of plan + 6 years then review
SMT 1.6	Professional development plans	Common Practice	Expiry of plan + 6 years
SMT 2	Curriculum Management		
SMT 2.1	Timetable	Common Practice	Current year then review

SMT	Basic file description	Statutory Provisions	Retention Period
SMT 2.2	Curriculum development	Common Practice	Current year + 6 years
SMT 2.3	Curriculum returns	Common Practice	Current year + 3 years
SMT 2.4	School syllabus	Common Practice	Current year then review
SMT 2.5	Schemes of work		Current year then review with a view to destroy
SMT 2.6	Class record books		Current year then review with a view to destroy
SMT 2.7	Mark Books		Current year then review with a view to destroy
SMT 2.8	Record of homework set		Current year then review with a view to destroy
SMT 2.9	Pupils' work		Current year then review with a view to destroy

4. Staff / Health and Safety / Payroll and Financial Records

HR	Basic file description	Statutory Provisions	Retention Period
HR 1	Personnel Management		
HR 1.1	Staff Personnel files	Limitation Act 1980	Termination + 6 years
HR 1.2	Interview notes and recruitment records	Justification based on time limits issue for issuing proceedings in the employment tribunal	Date of interview + 9 months
HR 1.3	Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months
HR 1.4	Right to Work in the UK checks	https://www.gov.uk/check-job-applicant-right-to-work	Termination of employment + 2 years
HR 1.5	Written particulars of employment. Contracts of employment or other contracts. Documented changes to terms and conditions.	Limitation Act 1980	Termination + 6 years
HR 1.6	Disciplinary and grievance records	Limitation Act 1980	Termination + 6 years
HR 1.7	Annual appraisal or assessment records	Common Practice	Current year + 5 years
HR 1.8	Images held of members of staff together with any consents and permissions to publish	Common Practice	All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included in the consent.
HR 2	Health and Safety		
HR 2.1	Accessibility Plans	Equality Act 2010 (See s.88 and schedule 10)	Current year + 6 years
HR 2.2	Records relating to accident/injury at work	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Date of incident + 12 years ¹
HR 2.3	Accident Reporting – Children	Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident
HR 2.4	Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;
HR 2.5	Risk Assessments	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Current year + 3 years
HR 2.6	COSHH Risk Assessments	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Date of creation + 40 years
HR 2.7	Incident reports		Current year + 20 years
HR 2.8	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos Regulations 2012	Last action + 40 years
HR 2.9	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Ionising Radiations Regulations 2017	Last action + 50 years
HR 2.10	Fire Safety Records including Fire Safety Audits	Regulatory Reform (Fire Safety) Order 2005	Current year + 6 years
HR 2.11	Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	Date the fire risk assessment expires + 6 years
HR 2.12	Fire Drill records	Regulatory Reform (Fire Safety) Order 2005	Date of fire drill + 6 years
HR 3	Payroll and Pensions		
HR 3.1	Records relating to the management of the payroll	HMRC - Compliance Handbook Manual CH15400	Financial year to which the payroll is run + 6 years

HR	Basic file description	Statutory Provisions	Retention Period
HR 3.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years
HR 3.3	Salary cards		Last date of employment + 85 years
HR 3.4	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs
HR 3.5	Timesheets, sick pay		Current year + 6 years
HR 4	School Meals		
HR 4.1	Dinner Register		Current year + 3 years
HR 4.2	School Meals Summary Sheets		Current year + 3 years
HR 4.3	Free school meals registers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
HR 5	General Administration		
HR 5.1	School brochure/prospectus		Current year + 3 years
HR 5.2	General file series or correspondence files		Current year + 5 years
HR 5.3	Circulars (staff/parents/pupils)		Current year + 1 year
HR 5.4	Newsletters, ephemera		Current year + 1 year
HR 5.5	Visitors book		Current year + 2 years
HR 5.6	Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement
HR 5.7	Records relating to the management of PTA/Old Pupils Associations		Current year + 6 years
HR 5.8	Records relating to the management of data subject access requests		Current year + 3 years
HR 5.9	Records relating to the management of freedom of information requests		Current year + 3 years

5. Safeguarding

SG	Basic file description	Statutory Provisions	Retention Period
SG 1			
SG 1.1	Child protection files (primary)	Published statutory guidance	Transfer to next school
SG 1.2	Child protection files (secondary)	Published statutory guidance	DOB + 25 years
SG 1.3	Allegations of a child protection nature made against a member of staff (including unfounded allegations)	Common Practice	Retain until the normal retirement age for the member of staff or for 10 years (whichever is the longer)

6. Central Government and Local Authority

CG	Basic file description	Statutory Provisions	Retention Period
CG 1	Local Authority		
CG 1.1	Secondary transfer sheets (Primary)	Common Practice	Current year + 2 years
CG 1.2	Attendance returns	Common Practice	Current year + 1 year
CG 1.3	Circulars from LA	Common Practice	Whilst required operationally then review to see whether a further retention period is required
CG2	Central Government		
CG 2.1	OFSTED reports and papers	Common Practice	Replace former report with any new inspection report then review to see whether a further retention period is required
CG 2.2	Returns	Common Practice	Current year + 6 years
CG 2.3	Circulars from DfE	Common Practice	Whilst operationally required then review to see whether a further retention period is required

7. Governing Body Records

GB	Basic file description	Justification	Retention Period
GB 1	Management of Governing Body		

GB	Basic file description	Justification	Retention Period
GB 1.1	Instruments of Government	Common practice	Permanent
GB 1.2	Trusts and Endowments	Common practice	Permanent
GB 1.3	Records relating to the election of parent and staff governors not appointed by the governors	To address any challenge to the election process	Date of election + 6 months
GB 1.4	Records relating to the appointment of co-opted governors	Common practice	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office
GB 1.5	Records relating to the election of chair and vice chair	To address any challenge to the election process	Once the decision has been recorded in the minutes, the records relating to the election should be destroyed after 6 months.
GB 1.6	Agendas – Principal copy	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (see Regulation 15)	Permanent
GB 1.7	Minutes - Principal set (signed)	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (see Regulation 15)	Permanent
GB 1.8	All records relating to the conversion of schools to Academy status	Common Practice	Permanent
GB 1.9	Records relating to complaints made to and investigated by the Governing Body	Management of legal challenge	Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes
GB 1.10	Correspondence sent and received by the Governing Body	Management of legal challenge	Current year + 6 years
GB 2	Management of Governors		
GB 2.1	Records relating to the appointment of a clerk to the Governing Body	Common Practice	Date appointment as clerk ceases + 6 years
GB 2.2	Records relating to the terms of office of serving governors including evidence of appointment	Common Practice	PERMANENT
GB 2.3	Records relating to Governor Declaration against disqualification criteria	Common Practice	Until the Governor steps down
GB 2.4	Register of Business Interests	Common Practice	PERMANENT
GB 2.5	Records relating to the training required and received by Governors	Common Practice	Until the Governor steps down
GB 2.6	Records relating to the induction programme for new governors	Common Practice	Until the Governor steps down
GB 2.7	Records relating to DBS checks carried out on clerk and members of the governing body	Common Practice	Date of DBS check + 6 months

Schedule A

Record of Destruction

Item reference (or other unique identifier)	Description of Item	No. of files/records destroyed	Person authorising destruction	Method	Date



