



Data Retention Schedule

Pupil Education Record

Basic file description	Retention Period [Operational]
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	
Primary	Retain whilst the child remains at the primary school
Secondary	Date of Birth of the pupil + 25 years
Examination Results – Pupil Copies	
Public	This information should be added to the pupil file
Internal	This information should be added to the pupil file
Child Protection information held on pupil file	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.
Child protection information held in separate files	DOB of the child + 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

Attendance

Basic file description	Retention Period [Operational]
Attendance Registers	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.
Correspondence relating to authorised absence	Current academic year + 2 years

Special Educational Needs

Basic file description	Retention Period [Operational]
Special Educational Needs files, reviews and Individual Education Plans	Date of Birth of the pupil + 25 years
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]