



Pupil Data Retention Schedule

Secure Disposal = Shredding or permanent deletion of electronic data.

Data Item	Purpose of Processing/Justification	Retention Period	Action at the end of the administrative period
Admissions			
Admissions received from the Local Authority	Legally required.	Every entry in the admission register will be preserved for a period of one year after the date the child leaves the school.	Secure disposal
Supplementary Pupil Information Form including additional information such as religion, Ethnicity, medical conditions etc.	Legally required by DFE for census. Used for performance analysis.	Preserved for a period of one year after the date the child leaves the school.	The pupil file is passed to the next school the child attends. SIMS data will delete automatically once GDPR compliant
Attendance			
Attendance Registers	To inform school, Governing Body, parents, DFE Census of children's attendance and absence	Preserved for a period of three years after the date the child leaves the school.	Secure disposal

Correspondence relating to authorized absence		Preserved for a period of three years after the date the child leaves the school.	Secure disposal
Attainment			
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	To maintain an up to date record of pupil's personal and academic information	Retain whilst the child remains at the primary school.	<p>The file will follow the pupil when he/she leaves the school. This will include:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit • If the pupil dies whilst at primary school the file will be returned to the Local Authority to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file will be returned to the Local Authority to be retained for the statutory retention period.
Examination Results – Pupil Copies Statutory test results	To provide evidence of formal exam results	This information will be added to the pupil file. Retain whilst the child	Secure disposal

		remains at the primary school.	
Examination Results – Pupil Copies Internal test results	To provide evidence of pupils’ progress and attainment for parents and future schools	This information will be added to the pupil file. Retain whilst the child remains at the primary school.	Secure disposal
In year assessment data and tracking documents	To allow for analysis of performance of individuals and groups of pupils – to comply with reporting duties and to ensure appropriate provision for all.	Current academic year + 1 year.	This will be clarified once SIMs is GDPR compliant. Any data exported and required beyond 1 year for analysing performance overtime will be anonymised.
Pupils’ work	To provide evidence of pupils’ progress and attainment for teachers and parents.	Returned to pupils at the end of the year, or retained for current academic year + 1 year then returned to pupils.	
Special Educational Needs			
Special Educational Needs files, reviews and Individual Education Plans	To ensure appropriate provision is in place and track progress	Date of Birth of the pupil +25 years. The school will pass all SEN files and information will be passed to the next school that the child attends. Once receipt has been confirmed, any hard	REVIEW NOTE: This retention period is the minimum retention period that any pupil file will be kept.

		or electronic data should be securely disposed of or, in the case of useful resources, anonymised.	
Pupil's Education and Healthcare Plan	SEN Code of Practice: <i>Schools use information systems to monitor the progress and development of all pupils. Details of SEN, outcomes, teaching strategies and the involvement of specialists will be recorded as part of this overall approach.</i>	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] Where a child or young person moves to another local authority, the 'old' authority must transfer the EHC plan to the 'new' authority.	Secure disposal unless the document is subject to a legal hold
Safeguarding			
Child protection information held in separate files	To comply with duties in safeguarding pupils	DOB of the child + 25 years then review.	Secure disposal – these records MUST be shredded
Trips and Activities			
Parental consent forms for school trips where there has been no major incident	To record parental consent for the child to attend the trip/visit	Conclusion of the trip.	Secure disposal

		(Stored for the current academic year)	
Parental permission slips for school trips – where there has been a major incident	To record parental consent for the child to attend the trip/visit	DOB of the pupil involved in the incident + 25 years.	The permission slips for all the pupils on the trip will be retained for DOB + 22 years, to show that the rules had been followed for all pupils
Behaviour			
Behaviour Logs	To maintain an up to date record of pupil's behaviour.	Retain whilst the child remains at the primary school.	Secure disposal
Exclusion records	Legally required	Retain whilst the child remains at the primary school + 1 year.	Secure disposal
School Meal Management			
Free School Meals Registers	To inform Caterers/staff/pupils	Current year + 6 years.	Secure disposal
School Meals Registers	To inform Caterers/staff/pupils	Current year + 1 year.	Secure disposal