

1.0 Pupils						
5.1	Admission registers	Yes	The Education (Pupil Registration) Regulations 1995	Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry. 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.	Transfer register or printout to HALS
5.2	School admissions forms (from 2008): unsuccessful or withdrawn applications			1 year from receipt*	Shred	* To allow for appeals process; records relating to appeals retained by Appeals Panel for 25 years from DOB of pupil
5.3	Attendance registers	Yes	The Education (Pupil Registration) Regulations 1995	Date of register + 3 years	Destroy If records are retained electronically any back up copies should be destroyed at the same time	If records are held electronically, a printout should be made monthly and retained in annual files
5.4	Pupil record cards / pupil files <ul style="list-style-type: none"> <li>• <i>Primary</i></li> </ul>	Yes	The Education (Pupil Information) (England) Regulations 2005	Retain while the pupil remains at the primary school	When pupil transfers to either:  <b>1) A known Local Authority primary / secondary school in Hampshire</b> , transfer pupil record to new school <sup>1</sup>  <b>Or</b>	Includes records of medicine administered to children

<sup>1</sup> In the case of exclusion it may be appropriate to transfer the record to the Education Inclusion Service

					<p><b>2) A known Local Authority or independent primary / secondary school which is in another county within the UK; or an independent school in Hampshire,</b> transfer pupil record to new school retaining a copy or summary until pupil is 25 years, then shred <b>Or</b></p>	
					<p><b>3) A known primary / secondary school outside of the UK,</b> transfer a copy of pupil record to new school retaining original pupil record until pupil is 25 years, then shred <b>Or</b> <b>4) An unknown school,</b> retain pupil file until pupil is 25 years, then shred</p>	
5.5	<p>Pupil record cards / pupil files</p> <ul style="list-style-type: none"> <li>• <i>Secondary</i></li> </ul>	Yes		DOB of the pupil + 25 years <sup>2</sup>	Shred	Includes records of medicine administered to children
5.6	<p>Special Educational Needs (SEN) files, reviews and Individual Education Plans (if kept separately from pupil files)</p> <ul style="list-style-type: none"> <li>• <i>Primary</i></li> </ul>	Yes		Retain while pupil remains at the primary school	Follow guidelines above for pupils transferring to another school	Includes records of medicine administered to children

<sup>2</sup> In the case of exclusion it may be appropriate to transfer the record to the Education Inclusion Service

5.7	Special Educational Needs (SEN) files, reviews and Individual Education Plans (if kept separately from pupil files) <ul style="list-style-type: none"> <li>• <i>Secondary</i></li> </ul>	Yes		DOB of the pupil + 25 years <sup>3</sup>	Shred	Includes records of medicine administered to children
5.8	Child Protection (CP) files <ul style="list-style-type: none"> <li>• <i>Primary</i></li> </ul>	Yes	Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges (April 2014) p.43	Retain while the pupil remains at the primary school	Follow guidelines in 5.4 above for pupils transferring to another school	Where children leave the school, ensure their Child Protection file is copied for the new establishment as soon as possible but <b>transferred separately from the main pupil file</b> . The originating school must retain the master copy of the CP file for 25 years + current from DOB of the pupil.
5.9	Child Protection (CP) files <ul style="list-style-type: none"> <li>• <i>Secondary</i></li> </ul>	Yes	Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges (April 2014) p.43	DOB of the pupil + 25 years	If the child leaves the establishment: follow guidelines in 5.4 above for pupils transferring to another school  If the retention period is reached: shred	Where children leave the establishment, ensure their Child Protection file is copied for the new establishment as soon as possible but <b>transferred separately from the main pupil file</b> . The originating school must retain the master copy of the CP file for 25 years + current from DOB of the pupil.
5.10	Records of deceased pupils	Yes		7 years from date of death	Destroy	
5.11	Pupil absence letters / leave forms			Date of absence + 2 years	Shred	
5.12	Absence books			Current year + 6 years from last entry in book	Shred	

<sup>3</sup> In the case of exclusion it may be appropriate to transfer the record to the Education Inclusion Service

5.13	Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc.			Current year + 6 years from last entry in book		
5.14	Punishment books	Yes		Books no longer maintained in school		Transfer to HALS
5.15	Work experience agreements			DOB of child + 25 years	Shred	
5.16	Examination results <ul style="list-style-type: none"> <li>• <i>Public</i></li> </ul>	Yes		Year of examinations + 6 years	Destroy	<p>Retain examination results together with actual papers for pupils with SEN, or learning / behavioural difficulties until pupils reach age 25</p> <p>Follow guidelines above for pupil files regarding pupils transferring to another school</p> <p>Electronic copies of examination certificates are held by the appropriate Examination Boards and students can obtain copies from the Boards directly</p>
5.17	Student examination result certificates issued by Examination Boards <ul style="list-style-type: none"> <li>• <i>Public</i></li> </ul>	Yes		Date of exam + 1 year	Destroy	Electronic copies of examination certificates are held by the appropriate Examination Boards and students can obtain copies from the Boards directly

5.18	Examination results <ul style="list-style-type: none"> <li><i>Internal</i></li> </ul>	Yes		Current year + 5 years <sup>4</sup>	Destroy	Retain examination results together with actual papers for pupils with SEN, or learning / behavioural difficulties until pupils reach age 25  Follow guidelines above for pupil files regarding pupils transferring to another school
5.19	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	Destroy	Images should not be reused outside of the time period or for other projects other than that specified on the form
5.20	Activity / visit / trip consent forms (signed by parent / guardian) – where no incident occurs	Yes		Date of event + 1 year	Destroy	
5.21	Activity / visit / trip consent forms (signed by parent / guardian) – where a major incident occurs	Yes	Limitation Act 1980	25 years + current from date of birth of child involved in incident	Destroy	<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
5.22	Any other records created in the course of contact with pupils	Yes		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or destroy	All pupil records have potential relevance in ‘failure to educate’ claims: consider retaining at least those records of pupils with SEN, or learning/behavioural difficulties until pupils reach age 25

<sup>4</sup> If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary