

Wyvern School – Retention Schedule (Pupils)



Section	File Description	Statutory Provisions	Retention Period	Action (at the end of administrative life)
Records	Pupil's Educational Record	The Education Regulations 2005	Whilst at the school	The record will follow to the child to their next school.
Admissions Process	Unsuccessful Admissions + Appeal	School Admissions Code Statutory Guidance	Resolution of Case + 1 year	Secure Disposal*
	Register of Admissions	School Attendance 2014	Date of entry + 6 years*	Review
	Supplementary Information Form (religion, medical, etc)		Added to the pupil file. If unsuccessful admission, until the end of the appeals process.	Located in pupil's file, transferred to next school.
Attendance	Attendance Registers	School Attendance (DoE) 2014	Current year + 6 years	Secure Disposal
	Correspondence relating to authorised absence	Education Act 1996	Current year + 6 years.	Secure Disposal.
Special Educational Needs	SEN (Special Educational Needs) <ul style="list-style-type: none"> • Files • Reviews • IEPs (Individual Education Plans) • Statements • Advice and information provided to parents regarding educational needs • Accessibility Strategy 	Limitation Act 1980 Education Act 1996 Special Educational Needs and Disability Act 2001	DoB + 25 years (passed onto secondary school)	Files, reviews and IEPs – Review and Secure Disposal. Secure Disposal unless the document is subject to a legal hold.

School Meals Management	Free School Meal Registers		Current year + 6 years	Secure Disposal.
	School Meal Registers		Current year + 6 years	Secure Disposal.
Statistics and Management Information	SATs records and Results.		SATs results are retained in a pupil's file and therefore follows to their next school until the age of 25 years. The school collects a composite record of the whole year SATs results. These are kept for suitable comparisons.	Secure Disposal.
Curriculum	Implementation of Curriculum <ul style="list-style-type: none"> • Class Record Books • Mark Books • Homework Set 		Current year + 1 year.	Reviewed at the end of each year. Secure Disposal.
	Pupil's Work		Either sent home at the end of the year with the pupil, or kept for current year + 1 year.	Secure Disposal.
Educational Visits Outside the Classroom	Records from Educational Visits outside of the classroom.	Outdoor Education Advisers' Panel National Guidance	Date of visit + 14 years.	Secure Disposal.
	Parental consent forms for school trips where there has been no major incident.		Conclusion of the trip.	Secure Disposal.
	Parental consent forms for school trips where there has been a major incident.	Limitation Act 1980	DoB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip would be retained also.	Secure Disposal.
Local Authority Interaction	Secondary Transfer Sheets		Current year + 1 year	Secure Disposal.
	Attendance Returns		Current year + 6 years	Secure Disposal.

	School Census Returns		Current year + 6 years	Secure Disposal.
	Information sent from the Local Authority		Operation use	Secure Disposal.
Central Government Interaction	OFSTED report and papers		Life of the report and review	Secure Disposal.
	Returns made to the central government		Current year + 6 years	Secure Disposal.
	Information sent from the Government		Operational use	Secure Disposal.

- Our current method of Secure Disposal is through a secure shredding company. Their contract states they are GDPR compliant.
- Records will be destroyed at the end of the financial year.