

Retention Schedule – Ainslie Wood

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers	Yes		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 then consider transfer to Archives
Attendance Registers	Yes		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any back-up copies should be destroyed at the same time]
Pupil files	Yes			
<ul style="list-style-type: none"> Primary 			Retain whilst the child remains at the primary school	Transfer to the secondary school(or other primary school) when the child leaves the school
<ul style="list-style-type: none"> Secondary 		Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	SECURE DISPOSAL
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL
Special Educational Needs files, reviews and Individual Education Plans	Yes		Date of birth of the pupil + 25 years	SECURE DISPOSAL
Correspondence Relating to Authorised Absence and issues	No		Date of absence + 2 years	SECURE DISPOSAL
Examinations results	Yes			
<ul style="list-style-type: none"> Public 	No		Year of examinations + 6 years	SECURE DISPOSAL
<ul style="list-style-type: none"> Internal examination results 	Yes		Current year + 5 years	SECURE DISPOSAL

Retention Schedule – Ainslie Wood

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Statement maintained under the Education Act 1996 Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL