



Where Children Come First

Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”

Mission Statement

The Grange Community Primary School allows everyone to participate by:

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

The Grange Community Primary School encourages everyone to excel by:

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavoring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

The Grange Community Primary enables everyone take pride in their achievements by:

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

Introduction

The retention policy lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record-keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

What to do with records once they have reached the end of their administrative life

- **Destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal

- **Transfer of records to the Archives**

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives

- **Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior management team, the admissions process and operational administration.

1. Safeguarding

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Child protection Files	Keeping Children Safe in Education	Child protection files should be passed on to any new school the child attends Passed onto secondary school or new school. Secondary school keeps until they are 25 (this is 7 years after they reach the school leaving age) (IRMS, 2016).	Secure Destroy
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Keeping Children Safe in Education	Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual. Keep the records in their personnel file either until they reach the age of 65 or for 10 years - whichever is longer (IRMS, 2016). This applies to volunteers and paid staff	Secure Destroy

2. Governors

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Instruments of government, including Articles of Association		Permanent	Permanent Retain in school while current; transfer to HALS when no longer required
Records for all full governing body, committee and panel meetings, including: a) agendas b) any report, statutory policy (including Admissions Policy) or other paper considered at governing body meeting c) signed minutes	School Governance (England) Regulations (2013)	Date of report + 6 years	Retain in school for 6 years from date of meeting
Policy documents		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaints files		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints
Governors application forms – successful candidates		End of term of office + 1 year	Secure Destroy
Governors application forms – unsuccessful candidates		Date of election + 6 months	Secure Destroy
Reports required by the Department for Education and Skills		Date of report + 10 years	Secure Destroy

3. Management

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	Destroy
Professional development plans		6 years	DESTROY
School development plans		6 years	Review

4. Pupils

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Admission Registers		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.
Attendance registers		Date of register + 3 years	DESTROY
Pupil files		DOB of the pupil + 25 years Retain for the time which pupil remains at primary school.	Transfer to secondary school.
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years	DESTROY
Letters authorising absence		Date of absence + 2 years	DESTROY
Examination results			

Public		Year of examinations + 6 years	DESTROY
Internal examination results		Current year + 5 years	DESTROY
Any other records created in the course of contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
Statement maintained under The Education Act 1996 - Section 324	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Proposed statement or amended statement	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	SEN and Disability Act	12 years	DESTROY unless legal action is pending
Accessibility Strategy	SEN and Disability Act	12 years	DESTROY unless legal action is pending
Parental permission slips for school trips – where there has been no major incident.		Conclusion of the trip	Secure Disposal
Parental permission slips for school trips – where there has been a major incident.	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years	Secure Disposal

5. Employee Records - Recruitment

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Job applications and interview records of successful candidates		6 years after employment ceases	Secure Disposal
Job applications and interview records of unsuccessful candidates		Six months after notifying unsuccessful candidates, unless the school has applicants' consent to keep their CVs for	Secure Disposal

		future reference. In this case, application forms will give applicants the opportunity to object to their details being retained	
Written particulars of employment, contracts of employment and changes to terms and conditions		6 years after employment ceases	Secure Disposal
Right to work documentation including identification documents		2 years after employment ceases	Secure Disposal
Immigration checks		Two years after the termination of employment	Secure Disposal
DBS checks and disclosures of criminal records forms		As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months.	Secure Disposal

6. Curriculum

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Curriculum development		Current year + 6 years	Secure Disposal
Schemes of work		Current year + 1 year	Secure Disposal
Timetable		Current year + 1 year	Secure Disposal
Class record books		Current year + 1 year	Secure Disposal

Examination results		Current year + 6 years	Secure Disposal
Record of Homework		Current year + 1 year	Secure Disposal
Pupils work		Current year + 1 year	Secure Disposal

7. Personnel

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Timesheets, sick pay		Current year + 6 years	Secure Disposal
Staff Personal files		Termination + 7 years	Secure Disposal
Interview notes and recruitment records		Date of interview + 6 months	Secure Disposal
Pre-employment vetting information (including CRB checks)	CRB guidelines	Date of check + 6 months	Secure Disposal
Disciplinary proceedings:			Secure Disposal
<i>Oral warning</i>		Date of warning + 6 months	Secure Disposal
<i>written warning – level one</i>		Date of warning + 6 months	Secure Disposal
<i>written warning – level two</i>		Date of warning + 12 months	Secure Disposal
<i>final warning</i>		Date of warning + 18 months	Secure Disposal
Records relating to accident/injury at work		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/assessment records		Current year + 5 years	Secure Disposal

Maternity pay records/ Adoption/Paternity Leave records	Statutory Maternity Pay Regulations	Current year, +3yrs	Secure Disposal
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	Secure Disposal

8. Health & Safety

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Accessibility Plans	Disability Discrimination Act	Current year + 6 years	Secure Disposal
Accident Reporting	Social Security Regulations		Secure Disposal
Adults		Current year + 3 years	Secure Disposal
Children		DOB + 25 years	Secure Disposal
COSHH		Current year + 10 years	Review
Incident reports		Current year + 20 years	Secure Disposal
Policy Statements		Date of expiry + 1 year	Secure Disposal
Risk Assessments		Current year + 3 years	Secure Disposal
Fire Precaution log books – records of drills and tests		Current year + 6 years	Secure Disposal
Health & Safety Training Records		While current + 6 years	Secure Disposal
Maintenance Records – PAT, ladders etc		Current + 6 years	Secure Disposal
Health & Safety Inspections		Current year + 3years	Secure Disposal
Process of monitoring of areas where employees		Last action + 40 years	Secure Disposal

and persons are likely to have come in contact with asbestos			
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	Secure Disposal
Fire Precautions log books		Current year + 6 years	Secure Disposal

9. Administrative

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Employer's Liability certificate		Permanent whilst the school is open	DESTROY once the school has closed
School brochure/prospectus		Current year + 3 years	
Newsletters, ephemera		Current year + 1 year	Review to see whether a further retention period is required
Visitors' book		Current year + 2 years	Review to see whether a further retention period is required
Emails (If in reference to any of the file description above, see appropriate retention period). Other emails		Retain until necessary and no longer than necessary	

10. Finance

Basic file description	Statutory Provisions	Retention Period	Action at the end of the
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			administrative life of the record
Annual Accounts	Financial Regulations	Current year + 6 years	
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Contracts		Contract completion date + 6 years	Secure Disposal
Copy orders		Current year + 2 years	Secure Disposal
Budget reports, budget monitoring etc		Current year + 3 years	Secure Disposal
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	Secure Disposal
Annual Budget and background papers		Current year + 6 years	Secure Disposal
Inventories of equipment and furniture		Current year + 6 years	
Debtors' Records	Limitation Act	Current year + 6 years	Secure Disposal
Applications for free school meals, travel, uniforms etc		Whilst child at school	Secure Disposal
Student grant applications		Current year + 3 years	Secure Disposal
Free school meals registers	Financial Regulations	Current year + 6 years	Secure Disposal
School Dinner Registers		Current year + 3 years	Secure Disposal
Petty cash books	Financial Regulations	Current year + 6 years	Secure Disposal

11. Property

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
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Title Deeds		Permanent	These should follow the property
Plans		Permanent	Retain in school whilst operational then
Maintenance and contractors	Financial Regulations	Current year + 6 years	Secure Disposal
Leases		Expiry of lease + 6 years	Secure Disposal
Lettings		Current year + 3 years	Secure Disposal
Maintenance log books		Last entry + 10 years	Secure Disposal
Contractors' Reports		Current year + 6 years	Secure Disposal

12. DFES

Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns		Current year + 6 years	Secure Disposal
Circulars from DfES		Whilst operationally required	Review to see whether a further retention period is required

Jugels Edge

School Data Policy 2025-26 APPROVED

