



# Wildground Federation – Pupil Information Retention Schedule

| No. | Basic File Description   | DPA applies? | Statutory Provisions   | Retention Period   |
|-----|--|--------------|--|--|
| 1   | Admission forms: unsuccessful or withdrawn applications (including supplementary information e.g. proof of address, religion, medical conditions etc.)               | Yes          | School Admissions Code (2014)                                  | a) If no appeal, 1 year from receipt<br><br>b) If appealed, 1 year from resolution of case*  |
| 2   | Admission forms: successful applications   | Yes          | School Admissions Code (2014)                                  | Date of admission + 1 year   |
| 3   | Admission registers  | Yes          | Education (Pupil Registration) (England) Regulations 2006      | Retain in school until date of last entry in the book (or file) + 3 years  |
| 4   | Attendance registers   | Yes          | Education (Pupil Registration) (England) Regulations 2006      | Date of register + 3 years   |
| 5   | Pupil absence letters / leave forms / correspondence relating to authorised absence  | Yes          |  | Date of absence + 2 years  |
| 6   | Absence books  | Yes          |  | Current year + 6 years from last entry in book   |
| 7   | Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc.   | Yes          |  | Current year + 6 years from last entry in book   |
| 8   | Child protection files <ul style="list-style-type: none"> <li>• <b>Primary</b></li> </ul>  | Yes          | DfE 'Keeping Children Safe in Education' (2016), Annex B, p.61 | Retain while the pupil remains at the primary school, then passed to new school. Copy kept until individual is 22 years old.   |
| 9   | Pupil's educational record (pupil file)<br><br><b>Pupils with Special Educational Needs (SEN)</b> <ul style="list-style-type: none"> <li>• <b>Primary</b></li> </ul> | Yes          | Retain while pupil remains at the primary school               | Retain while the pupil remains at the primary school. Summary copy kept until individual is 22 years old.  |
| 10  | Pupil's educational record (pupil file)<br><br><b>All other pupils</b> <ul style="list-style-type: none"> <li>• <b>Primary</b></li> </ul>                            | Yes          | The Education (Pupil Information) (England) Regulations 2005   | Retain while the pupil remains at the primary school, then: <ul style="list-style-type: none"> <li>a) Pupil transfers to a known Local Authority primary or secondary school in Hampshire</li> </ul> |



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|     |   |              |   | b) Pupil transfers to a known Local Authority or independent primary / secondary school which is another county within the UK; or transfers to an independent school within Hampshire<br>b) Pupil transfers to a known primary / secondary school outside of the UK<br>d) Pupil transfers to an unknown school |
| 11  | Pupil's educational record (pupil file) <ul style="list-style-type: none"> <li>• Deceased pupils</li> </ul> | Yes          |   | Date of death + 7 years  |
| 12  | 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   |
| 13  | Activity / visit / trip consent forms - signed by parent or guardian where no incident occurs               | Yes          |   | Date of event + 1 year   |
| 14  | Activity / visit / trip consent forms - signed by parent or guardian where a major incident occurs          | Yes          | Limitation Act 1980                           | Date of birth of child involved in incident + 22 years   |
| 15  | SATS papers (completed)   | Yes          | Department for Education (DfE) recommendation | Current year + 1 year  |
| 16  | SATS results for individual pupils  | Yes          |   | Transfer to secondary school with pupil record.  |
| 17  | Curricula Records   | No           |   | Whilst operationally required.   |