

### Scheme of Retention for Pupil, Parent and Visitor Personal Data

Term	Period of Retention
Short	Event + 1 month/Term/Year
Medium	Pupil leaves school + 1 Year
Long	Pupil leaves school + 6 years
Extended	Until pupil is 25 years or older

Data Group	Term	Justification
<b>Admission</b>		
Admission File	Medium	Post enrolment on Integris forms core of child's record.
Appeals	Short +1Yr	Reasonable history require in first year to deal with any particular appeal then appeals history is kept but of a non-personal nature
<b>Attainment</b>		
Formative	Short +1T	Important during academic year building up to annual report and summative assessments and then initial transition into next year group.
Summative	Long	Key data to judge school effectiveness, identify trends, evaluate impact of provision.
<b>Attendance</b>		
Integris	Medium	Linked to attainment so proportional to keep linked with names for 1 year post transition. Any subsequent trend data is then statistical and not personal.
Registers	Long	Legal requirement to maintain attendance register and then retain in case of evidence for legal proceedings
Signing in and out sheets	Short +1Yr	Reasonable time frame for any attendance issues to be resolved.
<b>Behaviour</b>		
Cohort Logs	Medium	1 year enables smooth transition as required
Significant Event	Long	Or longer if deemed a possible legal risk
<b>Exclusions</b>		
Integris	Medium	Is passed on at transition, if unsure of where child has gone check with LA that they have exclusion data. 1 year enables smooth transition.
Letter	Medium	As above, letter need for details if information required.
<b>Personal identifiers, contacts, characteristics</b>		
Images in identification systems	Short + T	Images used for medical identification, destroyed with all other medical data.
Images in displays	Medium	Consent for use of images within school environment for displays or educational purposes/webpage are medium term to enable a reasonable timeframe for images to be updated.
Contacts	Medium	Integris updated and details deleted on confirmation of attendance at new school. Kept if child missing in education and information passed on to LA.
Characteristics	Medium	Any analysis will have been completed and any retained data is then statistically and not personal.
Identity Authentication	Short +1M	Once identity confirm on admission then only record of that check is kept.

DBS Checks	Short + 1M	Required to initiate and process DBS checks. Evidence secure disposed following application outcome being recorded on Single Central Record.
Visitor Log book	Short + 1Yr	Reasonable timeframe in which to investigate any queries
<b>Catering</b>		
Meal administration	Short + 1Y	Typically all accounting or queries associated with meals completed within a year of leaving.
Free School Meals	Medium	Due to school funding required for +6 Pupil Premium funding and information is portable to transfer school.
<b>Trips/Activities</b>		
Field file	Short + 1M	Documents used by staff to safely run trip (including permission slips), destroyed after the event unless a major medical incident. Data shared with education visits provider must also be destroyed and appropriate data control procedures in place.
Financial information	Medium	Financial information kept for audit purposes including enough 'identifiers' to confirm contributions.
Major medical incident	Extended	Retained until child reaches age of 25 years. Data only relating to child/children involved kept.
<b>Medical</b>		
Permission Slips	Short + 1M	If no issue raised then reasonable to assume medicine administered correctly
Medical information	Short + T	Event ends when child leaves school. Core file deleted within term if no issues raised.
Medical management plans	Medium	To support transition of managing medical conditions
Accident book	Medium	Any subsequent insurance or legal claims
Serious Accidents	Extended	Legal time limit
<b>SEND</b>		
Individual record	Short + 1M	Handed over fully to next school on transfer
Handover slip	Extended	Evidence of transfer, child's names, transfer school and staff member receiving files will be retained on handover record.
SEND register	Long	Information relates to attainment and pupil progress
Intervention log	Medium	Retained for smooth transition and analyses. Any subsequent information is statistical and not identifiable to an individual.
<b>Safeguarding</b>		
Pre 2017 records	Extended	As per current requirements on child's transition to next school – age 25.
Post 2017 records	Short + 1M	Handed over fully to next school on transfer
Handover slips	Extended	Evidence of transfer, child's names, transfer school and staff member receiving files will be retained on handover record.
<b>Correspondence to specific parents</b>		
Letters	Medium	1 year enables smooth transition as required
Emails	Short + 1yr	Reasonable follow up time for ongoing issues unless escalated in which case medium.