



# GP30 – Record Keeping



<b>Last Review Date</b>	November 2020	<b>Next Review Date</b>	November 2021
<b>Leader of Policy Review</b>	Headteacher		
<b>Associated Policies</b>	Additional Needs, Assessment, Attendance, Child Protection, Examinations		

The School recognises that by efficiently managing its records it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically. A small percentage of the school's records may be selected for permanent preservation as part of the archives and for historical research.

The school has a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher, who will monitor compliance and give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

The Records Management Society of Great Britain provide retention guidelines for schools, and these form the basis for the school's policy.

Categories of records covered are:

- Child Protection, Pupils
- Governors, Management, Curriculum
- Personnel
- Health and Safety, Property
- Administrative, Finance
- Local Education Authority, Department for Education

The School maintains records on all students and can disclose the contents on receipt of a written request by students or parents, or for students aged 18 or over only the student. The School has 15 days to comply with such a request.

When a student transfers between schools the school record is also transferred. A Common Transfer File (CTF) should accompany him/her. The content of the CTF is managed electronically and consists of basic data normally held on the School Information Management System (SIMS).

For students who complete their education whilst at the School, the rules regarding retention of records is contained in the Welsh Assembly Government Circular 18/2006 *Education Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information*.

The school follows that guidance in conjunction with that provided by the Records Management Society of Great Britain. Reference should be made to that document for further detail.

The tables summarise the major retention periods for records relating to pupils.

#### Child Protection

<b>File Description</b>	<b>Retention Period</b>	<b>Subsequent Action</b>
Child Protection (CP) files	DOB + 25 years	Secure Disposal
CP allegation against member of staff	Retirement or 10 years from date	Secure Disposal

#### Pupil Records

<b>File Description</b>	<b>Retention Period</b>	<b>Subsequent Action</b>
Admission Register	6 Years	Archive
Attendance Register	3 Years	Secure Disposal
Pupil Files	DOB + 25 years	Secure Disposal
SEN Files, IEPs, Reviews	DOB + 25 years	Secure Disposal
Letters authorising absence	Date of Absence + 2 years	Secure Disposal
Public Examination Results	Year of Examination + 6 years	Secure Disposal
Internal Examination Results	Year of Examination + 5 years	Secure Disposal
Any other pupil records	Current year + 3 years	Secure Disposal
Statement, including proposed or amended	DOB + 30 years	Secure Disposal unless legal action pending
Advice/info to parents re. SEN	Closure + 12 years	Secure Disposal unless legal action pending
Accessibility Strategy	Closure + 12 years	Secure Disposal unless legal action pending
Parental permission slips for school trip where there has been no major incident	Conclusion of trip	Secure Disposal
Parental permission slips for school trip where there has been major incident	DOB + 25 years Slips for all pupils	Secure Disposal
Records created to obtain approval to run an Educational Visit	Date of visit + 10 years	Secure Disposal
Pupils' work	Current year + 1 year	Secure Disposal
Mark books	Current year + 1 year	Secure Disposal
Accident reporting	DOB + 25 years	Secure Disposal