

Retention Schedule



Document Control

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Contents

Pupils, Curriculum and Outcomes.....	2
Human Resources.....	5
Finance.....	7
Payroll.....	8
Contracts and Licences.....	8
Risk Management and Insurance.....	9
Property and Asset Management.....	10
Policies.....	11
Management.....	12
Governance.....	13
Other Data.....	14

Pupils, Curriculum and Outcomes

Basic File Description	Retention Period	Action Required At End Of Retention Period
All records relating to creation and implementation of the Admissions Policy	Life of the policy + 3 years	Review
Paperwork relating to successful admissions	Date of admission + 1 year	Secure disposal
Paperwork relating to unsuccessful admissions	Resolution of case + 1 year	Secure disposal
Register of admissions	For each entry - date of entry + 6 years	
Proof of address supplied by parents as part of the admissions process	Current year + 1 year	
Supplementary information supplied for admission process such as information regarding religion and medical conditions	Successful admissions - add to pupil file	Successful admissions - see retention period for pupil file
	Unsuccessful admission - retain until appeal process complete	Unsuccessful admissions - secure disposal
Published Admission Number reports	Current year + 6 years	Secure disposal
Pupil File (Primary)	Retain whilst at primary school	Follow the pupil when they leave the primary school to either: - Another primary - Secondary school - Pupil referral unit If the pupil leaves under any other circumstance, the file should be sent to the local authority to retain.
Records regarding exclusions	Date of birth of pupil + 25 years	Secure disposal

Attendance registers	Every entry in the register must be preserved for 6 years after the date of the entry	Secure disposal
Attendance returns to the local authority	Current year + 1 years	
School census returns	Current year + 5 years	
Walking bus registers	Date of register + 3 years. If an accident occurs, the register will be submitted with the accident report form and retained for the period of time specified for accident reporting.	
SEND information	Date of birth + 25 years	
Management of exam registrations	Each exam board will have their own retention period that should be followed	Refer to exam board for retention period
Public examination results (pupil copy)	Certificates given to pupils and outcomes recorded on their pupil file	Refer to retention periods for pupil files. Uncollected certificates to be returned to the examination board after date of exam + 1 year
Internal examination results (pupil copy)	Added to pupil file	Refer to retention period for pupil file
Examination results (schools copy)	Current year + 6 years	Secure disposal
Curriculum returns	Current year + 3 years	
SATs exam papers	Retain until any appeal/validation process is complete	
Value added and contextual data	Current year + 6 years	
Schemes of work	Current year + 1 year	
Timetable	Current year + 1 year	
Class lists	Current year + 1 year	

Mark books	Current year + 1 year	Secure disposal
Record of homework set	Current year + 1 year	
Pupils work	Where possible all work should be returned to pupil at the end of the academic year. If not possible, retain for current year + 1 year	
Records created in order to obtain approval for educational trips	Date of visit + 14 years	
Parental consent forms for non-residential trips where no major incident	Conclusion of the trip	Review
Parental consent forms for non-residential trips where major incident occurred	Consent forms for all pupils on the trip should be retained for - date of birth of pupil involved + 25 years.	
Parental consent for residential trips	Date of birth of youngest pupil involved + 25 years	Secure disposal

Safeguarding

Basic File Description	Retention Period	Action Required At End Of Retention Period
Safeguarding records where child is not looked after, and leaves and doesn't transfer to another school	Concerns were at low level / threshold for referral to social care not met / no inter-agency involvement - Date of birth + 25 years. A referral was made / social care involved / other agencies involved - date child left school + 35 years	Secure disposal

Safeguarding records where child who is not looked after, leaves school and moves to another school; or where the child is under 18 and leaves to attend college	Chronology of events should be retained as above. Where new school has My Concern - no action required (other than to retain chronology) as new school can access this once child on roll Where the new school doesn't have My Concern, or where we hold other safeguarding records, these should be hand delivered to the DSL of the new school. If it is necessary to post the file, this should be by recorded delivery and a copy of the entire file should be kept until the new setting confirms safe receipt.	
Safeguarding records for child who is looked after	Date child leaves school + 75 years	
Allegation which is child protection in nature against a visitor/volunteer, including where the allegation is unfounded.	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is longer)	Review

Human Resources		
Basic File Description	Retention Period	Action Required At End Of Retention Period
All records leading up to the appointment of a new Headteacher	All relevant information added to the personnel file (see below) and all other information retained from date of appointment + 6 years	Secure disposal
All records leading up to the appointment of a new member of staff - successful candidate	All relevant information added to the personnel file (see below) and all other information retained for 6 months	
All records leading up to the appointment of a new member of staff - unsuccessful candidates	Date of appointment of successful candidate + 6 months	

Pre-employment vetting information - DBS checks	A copy of the DBS certificate should only be kept in the following circumstances: It isn't usual practice to keep a copy of the DBS certificate. However, it is sometimes kept for a period of time: a) if there is a formal risk assessment (positive disclosure form) in place. DBS is kept for the duration of the risk assessment or until such time that the convictions would be filtered by DBS (whichever is sooner) b) If we are waiting for a new starter's DBS to arrive, we may keep a copy of a DBS from a previous employer (if one has been provided), until the new DBS has been received.	
Proof of ID collected for DBS check	Checked and a note made of what was seen. If felt necessary, copy documents can be added to personnel file.	Secure disposal
Evidence of right to work in the UK	Where possible, these documents should be added to the personnel file, but if they are kept separately, Home Office requires that they are kept for 2 years from termination of employment.	
Records relating to TUPE	Date last member of staff transfers or leaves the organisation + 6 years	
Staff personnel files, including contract and training records	Termination of employment + 6 years	
Time sheets	Current year + 6 years	
Performance management records	Current year + 5 years	
Records relating to the agreement of pay and conditions	Date pay and conditions superseded + 6 years	
Training needs analysis	Current year + 1	

Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded.	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is longer)	Review
Other disciplinary records where case not found	If the incident is child protection related see above; otherwise dispose of at conclusion of the case	Secure disposal
Disciplinary sanctions	Remain on personnel File	See retention period for personnel file.

Finance		
Basic File Description	Retention Period	Action Required At End Of Retention Period
All records relating to the creation and management of budgets	Life of the budget + 3 years	Secure disposal
Trustees Annual Report and Financial Statements	Date of report + 10 years	
Independent auditors report on regularity and report on financial statements	Financial year report relates to + 6 years	
Funding agreements	Date of last payment of funding + 6 years	
Funding records (capital grants, EAG, GAG etc)	Date of last payment of funding + 6 years	
Gift aid and tax relief	Date of last payment + 6 years	
Loans and Grants	Date of last payment on loans + 12 years.	
Student grant applications	Current year + 3 years	
School fund records	Current financial year + 6 years	
School meal registers, including evidence of successful FSM eligibility checks	FSM - current year + 6 years; Other - current year + 3 years	
All other financial records and documents	Current financial year + 6 years	

Payroll

Basic File Description	Retention Period	Action Required At End Of Retention Period
Maternity pay records	Current year + 3 years	Secure disposal
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	From the end of the year in which the accounts were signed + 6 years	

Contracts and Licences

Basic File Description	Retention Period	Action Required At End Of Retention Period
All records relating to the management of contracts under seal (executed as a deed, signed and witnessed)	Last payment on contract + 12 years	Secure disposal
All records relating to the management of any other contract	Last payment on contract + 6 years	
Records relating to the monitoring of contracts	Current year + 2 years	
Records relating to software licences.	Date licence expires + 6 years	

Risk Management and Insurance

Basic File Description	Retention Period	Action Required At End Of Retention Period
Visitors books and signing in records	Current year + 6 years	
Insurance policies	Date policy expires + 6 years	

Records relating to the settlement of insurance claims	Date claim settled + 6 years	Secure disposal
Employers liability insurance certificate	Closure of the Trust + 40 years	
Risk and control framework/Risk Register H&S risk assessments (not fire - see below)	Life of framework + 6 years Life of risk assessment + 3 years	
Records relating to accident/injury at work	Date of incident + 12 years	Review (in the case of serious accidents, a further retention period will need to be applied, if not - secure disposal)
Accident book	3 years after last entry	Secure disposal
Accident Reporting Forms	Adult - Date of incident + 6 years Child - Date of birth + 25 years	
Other incident reports	Current year + 20 years	Review
Control of substances hazardous to health	Current year + 10 years	
Asbestos monitoring/management	Last action + 40 years	Secure disposal
Radiation monitoring/management	Last action + 50 years	Secure disposal
Fire precaution log books	Current year + 6 years	
Fire risk assessments	Life of the risk assessment + 6 years	
Business Continuity Plans	Date the plan was superseded + 3 years	

Property and Asset Management

Basic File Description	Retention Period	Action Required At End Of Retention Period
Land and building valuations	Date valuation superseded + 6 years	Secure disposal
Leases for land and other property.	Date lease expires + 6 years	
Transfer of land	Life of land ownership	Transfer to new owner
Property plans	Life of land ownership	Transfer to new owner
Records relating to the letting of school premises	Current year + 6 years	Secure disposal
Inventories of furniture and equipment	Current year + 6 years	
Disposal of assets	Date asset disposed of + 6 years	
Burglary, theft and vandalism reports forms	Current year + 6 years	
Property maintenance records	Current year + 6 years	
Acquiring, disposing of and maintenance of vehicles	Disposal of the vehicle + 6 years	
Service logs for vehicles	Leased vehicle - return to lease company with vehicle Owned vehicle - Life of vehicle + 6 years.	Return to lease company Secure disposal
GPS tracking data	Date of journey + 6 years	Secure disposal

Policies

Basic File Description	Retention Period	Action Required At End Of Retention Period
Accessibility Plan	Date policy superseded + 3 years	Secure disposal
Charging and Remissions Data Protection Policies and associated appendices Freedom of Information Special Educational Needs Complaints and Home School Agreement	Date policy superseded + 6 years	
Equality Information and Objectives (PSED)	Date of statement + 6 years	
Health and Safety Policy and Admissions Policy	Life of policy + 3 years Destroy when policy superseded	
All other policies	Destroy when superseded	

Management

Basic File Description	Retention Period	Action Required At End Of Retention Period
Reports created by the academy or the Trust	Date of report + 3 years	Secure disposal
Minutes of meetings	For governance meetings see governance retention periods. For all other	Review
Records created by the academy trust	Current academic year + 6 years	
Correspondence created by the academy trust	Date of correspondence + 3 years	

Professional Development Plans	Life of the plan + 6 years	Secure disposal
Self-evaluation forms	Current year + 6 years	
Management of complaints	Stage 2 and 3 complaints - date complaint resolved + 3 years. Stage 4 complaint - date complaint resolved + 6 years	
Records relating to the creating and publication of academy and Trust brochure or prospectus	Current year + 3 years	
Records relating to the creation and distribution of circulars and newsletters	Current year + 1 year	
Records relating to the creation and management of Parent Teacher Association and other parent forums	Current year + 6 years	
Ofsted reports and papers	Life of the report	Review
Returns made to central government	Current year + 6 years	Secure disposal

Governance		
Basic File Description	Retention Period	Action Required At End Of Retention Period
Articles of Association	Life of the Academy Trust	Regular disposal
Memorandum of Association	Life of the Academy Trust	Secure disposal
Constitution	Life of the Academy Trust	Regular disposal
Special Resolutions	Life of the Academy Trust	
Written Scheme of Delegation (SoD)	Life of the SoD + 10 years Secure disposal	
Rules and Bylaws	Date rules/bylaws superseded + 6 years	

Statutory registers (including directors/trustees, members, secretaries, register of interests, registers of gifts and hospitality)	Life of the Trust + 6 years	Secure disposal
Appointment and removal of members, trustees and Community Council Members	Life of appointment + 6 years	
Director/trustee disqualification	Date of disqualification + 15 years	
Trustees Annual Report and Financial Statements	Date of report + 10 years	
Annual return/confirmation statement	Date of report + 10 years	
Strategic plans and reviews	Life of plan + 6 years	
Agendas, Minutes and meeting papers	One copy to be retained for the life of the Trust	
Annual schedule of business/agenda planner	Current year	
Procedures for the conduct of meetings (governance document)	Date document superseded + 6 years	

Other Data		
Basic File Description	Retention Period	Action Required At End Of Retention Period
Data Processing Agreements, Data Sharing Agreements.	Last payment on contract/date processing or sharing terminated (whichever is later) + 6 years	Secure disposal
Data Protection Impact Assessments.	Life of the DPIA + 6 years	

Data retrieved as part of a subject access request or a freedom of information request	A skeleton log will be kept of all information requests. A copy of any outcome letter will be placed on the relevant staff or student file. The data retrieved as part of the request will be kept in a secure folder in Google Drive for 2 years following the date of the outcome letter.	N/A Follow retention rules for student/staff file. Review and then Secure disposal.
Record of breaches and any data collected as part of the investigation.	A skeleton log will be kept of all breaches. Any notes, correspondence or data collated as a result of the investigation will be held for 2 years following the date the breach was realised.	N/A Review and then Secure disposal
Biometric Data (e.g. fingerprints)	To be destroyed once the data subject has left the academy or when consent has been withdrawn.	Secure disposal
Photography	The date the data subject has left the academy + 3 years (unless the photograph is deemed worthy of permanent preservation due to their historical or social value (i.e. a significant event in the life of the school; class or yearbook photographs).	