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| **Basic file description** | **Retention period (operational)** | **Notes** |
| Student’s Educational Record required by The Education (Pupil Information)(England) Regulations 2005 | Retain whilst the childremains at the primaryschool. |  |
| Child Protection information held on student file | If any records relating tochild protection issuesare placed on the studentfile, it should be in asealed envelope and thenretained for the sameperiod of time as thestudent file. |  |
| Child protection information held in separate files | DOB of the child + 25years then review.This retention period wasagreed in consultationwith the SafeguardingChildren Group on theunderstanding that theprincipal copy of thisinformation will be foundon the Local AuthoritySocial Services record. |  |
| Attendance Registers | Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made. |  |
| Correspondence relating toauthorised absence | Current academic year + 2 years. |  |
| Special Educational Needsfiles, reviews and IndividualEducation Plans | Date of Birth of the student + 25 years. |  |
| Statement maintainedunder section 234 of theEducation Act 1990 andany amendments made tothe statement. | Date of birth of the student+ 25 years (This wouldnormally be retained onthe student file). |  |
| Advice and informationprovided to parentsregarding educationalneeds. | Date of birth of the student+ 25 years (This wouldnormally be retained onthe student file). |  |
| Accessibility Strategy | Date of birth of the student+ 25 years (This wouldnormally be retained onthe student file). |  |
| Accident Reporting | DOB of the child + 25 years. |  |