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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 child  remains at the primary  school. |  |
| Child Protection information held on student file | If any records relating to  child protection issues  are placed on the student  file, it should be in a  sealed envelope and then  retained for the same  period of time as the  student file. |  |
| Child protection information held in separate files | DOB of the child + 25  years then review.  This retention period was  agreed in consultation  with the Safeguarding  Children Group on the  understanding that the  principal copy of this  information will be found  on the Local Authority  Social 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 to  authorised absence | Current academic year + 2 years. |  |
| Special Educational Needs  files, reviews and Individual  Education Plans | Date of Birth of the student + 25 years. |  |
| Statement maintained  under section 234 of the  Education Act 1990 and  any amendments made to  the statement. | Date of birth of the student  + 25 years (This would  normally be retained on  the student file). |  |
| Advice and information  provided to parents  regarding educational  needs. | Date of birth of the student  + 25 years (This would  normally be retained on  the student file). |  |
| Accessibility Strategy | Date of birth of the student  + 25 years (This would  normally be retained on  the student file). |  |
| Accident Reporting | DOB of the child + 25 years. |  |