

Arnold Academy - Retention of Documents

This schedule lists the principal documents held relating to pupils and staff, but is not an exhaustive list. For retention periods for other documents, please refer to the Information Management Toolkit for Schools – www.irms.org.uk

Document	Period of retention
Pupil-related records:	
Pupil file (electronic and paper copy) Lower/middle schools	While the child remains at the school, then transferred to the next school
Upper school	Date of birth of pupil + 25 years
Child protection files	Date of birth of pupil + 25 years, then review
Attendance registers	7 years from date entry made
SEN files	Date of birth of pupil + 25 years
Examination results	Current year + 6 years
Parental consent forms for school trips	Conclusion of trip, unless major incident, in which case DOB of pupil involved + 25 years – all consent forms to be kept in this case, to show rules followed for all pupils
Staff related documents:	
Records leading up to appointment of a new member of staff – unsuccessful candidates	Date of appointment of successful candidate + 6 months
- successful candidates	Added to staff personal file (see below)
Staff personal file (electronic and paper copy)	Termination of employment + 6 years
Timesheets	Current year + 6 years
Annual appraisal/assessment records	Current year + 5 years
Allegations of child protection nature (even if unfounded)	Normal date of retirement or 10 years from date of allegation, whichever is longer

Disciplinary proceedings: - oral warning - written warning level 1 - written warning level 2 - final warning - case not found	Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months Dispose of at conclusion of case
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