

Retention Schedule for Education, Inclusion and Additional Needs

Using the Retention Schedule

The Retention Schedule contains the retention periods which have been agreed for Education and Inclusion & Additional Needs. These are minimum retention periods, so once documentation has reached the end of its retention period you may wish to review it to see if it needs to be kept longer. If you decide that records are still needed, then the decision must be documented and a new review date agreed.

The data protection legislation states that personal information must not be kept for longer than necessary. If you wish to keep personal data beyond the retention period shown in this document, please contact the [Children's Information Governance team](#) for further advice or assistance.

Following the recommendations of the [IICSA enquiry](#), the retention periods for information will be kept under review whilst we await Government guidance. No safeguarding information or information related to residential schools should be destroyed until this period of review has been completed.

When records have reached the end of their agreed retention period they should be reviewed and then securely disposed of. Please see the Surrey County Council Records Management Policy for information on secure disposal.

Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one which, if lost, would cause considerable embarrassment to the Authority. Duplicates are not prime documents.

Principles for Document Retention

- Where a document relates to an individual child or young person, it should be kept with their pupil record.
- Pupil records must be maintained until the young person reaches the age of 25.
- For children and young people with an Education, Health and Care plan, pupil records need to be maintained for a longer period, as outlined in the SEND section. **Records must be checked before destruction to identify those that need the longer retention.**
- Legacy documents such as Statements of Special Educational Needs are retained for a longer period than those currently in use.

Article 5 section 1e UK GDPR. Personal data shall be: kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to Implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation')

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Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
1.School Admissions	EI&AD 1.1	Admissions – if the admission is successful School (data including all correspondence)	Current year plus 2 years.	Admissions Code 2021	Official	SECURE DISPOSAL
1.School Admissions	EI&AD 1.2	Admissions arrangements-consultation and determinations	Date of policy plus six years	School Admissions Code 2021	Not protective marking	Offers to archive
2.Early Years and Childcare	EI&AN 2.1	Setting files	Current year plus six years		Official	SECURE DISPOSAL
2.Early Years and Childcare	EI&AN 2.2	Records relating to specialist teaching provision for early years pupils	To be retained with individual Pupil Records until 25th birthday of pupil*		Official	SECURE DISPOSAL
2.Early Years and Childcare	EI&AN 2.3	Childcare sufficiency assessments	Current year plus three years		Official	SECURE DISPOSAL
2.Early Years and Childcare	EI&AN 2.4	Early education for 2-year-olds	Current year plus six years		Official	SECURE DISPOSAL
2.Early Years and Childcare	EI&AN 2.5	All records relating to the provision of information about registered childminders and day care facilities in the area for parents and carers of pre-school age children.	Current year plus one year		Official	SECURE DISPOSAL
2.Early Years and Childcare	EI&AN 2.6	All records relating to information and support for those interested in becoming a registered child minder and those already registered where there is: financial involvement no financial involvement	Current year plus: six years three years		Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
2.Early Years and Childcare	EI&AN 2.7	All records relating to the administration of the Book Start scheme	Current year plus six years		Official	SECURE DISPOSAL
2.Early Years and Childcare	EI&AN 2.8	Records of setting visits	Current year plus one year		Official	SECURE DISPOSAL
3.Education A-Alternative Provision	EI&AN 3A.1	Alternative Provision – pupil files	Date of birth + 25 years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
3.Education B-School Organisation	EI&AN 3B.1	Information documents/plans	Whilst current then destroy		Not protective marking	SECURE DISPOSAL
3.Education B-School Organisation	EI&AN 3B.2	School closures	Closure date plus fifteen years	Limitation Act 1980 (Section 2)	Not protectively marked	Offers to archive
3.Education B-School Organisation	EI&AN 3B.3	Public consultations	Current year plus five years		Official	SECURE DISPOSAL
3.Education C-Pupil Development and Support	EI&AN 3C.1	All records relating to language and cultural support in schools	To be retained with individual Pupil Records until 25th birthday of pupil*		Official	SECURE DISPOSAL
3.Education C-Pupil Development and Support	EI&AN 3C.2	All records relating to the provision of support to pupils when moving between schools	To be retained with individual Pupil Records until 25th birthday of pupil*		Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
3.Education C-Pupil Development and Support	EI&AN 3C.3	All records relating to the provision of support for young people when leaving education	To be retained with individual Pupil Records until 25th birthday of pupil		Official	SECURE DISPOSAL
3.Education D-Extra-Curricular Activities	EI&AN 3D.1	All records relating to the provision of book exhibitions to schools	Current year plus six years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
3.Education D-Extra-Curricular Activities	EI&AN 3D.2	All records relating to the provision of school clubs and activities	Current year plus six years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
3.Education D-Extra-Curricular Activities	EI&AN 3D.3	All records relating to the provision of instrumental tuition in schools	Current year plus six years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
3.Education D-Extra-Curricular Activities	EI&AN 3D.4	All records relating to the administration of the musical instruments purchase scheme	Current year plus six years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
3.Education D-Extra-Curricular Activities	EI&AN 3D.5	All records relating to the administration of outdoor activity centres by local authorities	Current year plus six years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
3.Education E-School Complaints	EI&AN 3E.1	All records relating to the management of complaints in schools	Current year plus six years, then review prior to disposal		Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
3.Education F-Policy	EI&AN 3F.1	All records relating to the administration of Standing Advisory Councils on Religious Education	Current year plus six years		Official	SECURE DISPOSAL
3.Education F-Policy	EI&AN 3F.2	Individual attendance records (SIMS)	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
3.Education F-Policy	EI&AN 3F.3	All records relating to the creation, implementation and management of Schools Forums	Current year plus six years		Official	SECURE DISPOSAL
3.Education F-Policy	EI&AN 3F.4	All records relating to the creation and publication of school term and holiday dates	Current year plus one year		Official	SECURE DISPOSAL
3.Education F-Policy	EI&AN 3F.5	All records relating to the development and implementation of school performance and assessment reports	Current year plus five years		Official	SECURE DISPOSAL
3.Education G-School Governance	EI&AN 3G.1	All records relating to the appointment and management of School Governors	Current year plus six years		Official	SECURE DISPOSAL
3.Education H-Tracking	EI&AN 3H.1	All records relating to tracking the destinations of young people post-16 and providing support to reduce those who are Not in Education, Employment or Training (NEET)	To be retained with individual Pupil Records until 25th birthday of pupil*	HMRC - Compliance Handbook Manual CH15400	Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
3.Education I- (CEIAG)	EI&AN 3I.1	Year 11/12 Transition records, where last contact with the client is: before their 18 th birthday after their 18th birthday	To be retained with individual Pupil Records until: 25th birthday of pupil* end of support plus six years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.1	Records relating to the management of the Education, Health and Care needs assessment process where provision is made: up to age 18 above age 18	To be retained with individual Pupil Records until: 32 nd birthday of pupil	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.2	Records relating to the mediation or resolution of disagreements and processes relating to appeals made to the Special Educational Need and Disability Tribunal	To be retained with individual Pupil Records	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.3	Pre-School Special Educational Needs pupil files	To be retained with individual Pupil Records	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.4	Special Educational Needs Statements no longer active	End of plan plus forty years		Official	SECURE DISPOSAL
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.5	Special Educational Needs Statements – where the Statement is refused	Refusal date plus forty years		Official	SECURE DISPOSAL
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.6	All records relating to the development and implementation of special needs coordinated support plans	To be retained with individual Pupil Records	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.7	All records relating to the management of special educational needs assessments	To be retained with individual Pupil Records	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
4.Special Educational Needs and/or Disabilities (SEND) Systems	EI&AN 4.8	All records relating to the allocation of school places to children with special educational needs	To be retained with individual Pupil Records	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
5.Vulnerable Learners A-Attendance	EI&AN 5A.1	Records relating to individual children	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2	Official	SECURE DISPOSAL
5.Vulnerable Learners A-Attendance	EI&AN 5A.2	All records relating to permitted absence from school	Current year plus two years	Limitation Act 1980 (Section 2	Official	SECURE DISPOSAL
5.Vulnerable Learners A-Attendance	EI&AN 5A.3	All records relating to the management of school attendance and truancy	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2	Official	SECURE DISPOSAL
5.Vulnerable Learners A-Attendance	EI&AN 5A.4	Documents created for/submitted to District Court	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2	Official	SECURE DISPOSAL
5.Vulnerable Learners B-Inclusion	EI&AN 5B.1	Records relating to individual children	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2	Official	SECURE DISPOSAL
5. Vulnerable Learners B-Inclusion	EI&AN 5B.3	All records relating to the provision of teaching support for traveller children	To be retained with individual Pupil Records until 25th birthday of pupil*		Official	SECURE DISPOSAL
5.Vulnerable Learners B-Inclusion	EI&AN 5B.4	All records relating to school health promotion	Current year plus three years		Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.1	All records relating to the provision of educational support to children who are in hospital	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.2	Pupil files relating to pupils who have left school and have either moved into elective home education, moved abroad or for whom the current school is not known	To be retained with individual Pupil Records until 25th birthday of pupil*	Education Act 1996 Sections 7, 437-443	Official	SECURE DISPOSAL
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.3	Record of children who are offered a programme through the A2E service	To be retained with individual Pupil Records until 25th birthday of pupil*	Education Act 1996	Official	SECURE DISPOSAL
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.4	All records relating to the alternative provision of education for pupils who can't attend mainstream schools	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.5	All records relating to pupils within Pupil Referral Units	To be retained with individual Pupil Records until 25th birthday of pupil*		Official	SECURE DISPOSAL
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.6	Record of children who are registered as Electively Home Educated (EHE)	To be retained with individual Pupil Records until 25th birthday of pupil*	Education Act 1996 Section 436a	Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.7	Records relating to the provision of advice and guidance to home educating families	Until superseded		Nor protectively marked	SECURE DISPOSAL
5.Vulnerable Learners C-A2E, Hospital and Home Education	EI&AN 5C.8	Records relating to establishing the identities of children who are not registered at a school or are not receiving a suitable education otherwise (CME/EOTaS)	To be retained with individual Pupil Records until 25th birthday of pupil*	Education Act 1996 Section 436a	Official	SECURE DISPOSAL
5.Vulnerable Learners D-Education Psychology	EI&AN 5D.1	Pupil files created by the Educational Psychology Service where provision is made up to: age 18 age 25	To be retained with individual Pupil Records: Until 25th birthday of pupil* End of plan plus six years	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
5.Vulnerable Learners D-Education Psychology	EI&AN 5D.2	Critical Incident Response files	Current year plus five years		Not protectively marked	SECURE DISPOSAL
5.Vulnerable Learners D-Education Psychology	EI&AN 5D.3	Anonymised parent and headteacher survey data	Current year plus three years		Not protectively marked	SECURE DISPOSAL
5.Vulnerable Learners D-Education Psychology	EI&AN 5D.4	Yearly audit and traded reports	Current year plus three years		Not protectively marked	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
5.Vulnerable Learners D-Education Psychology	EI&AN 5D.5	Position Statements relating to particular needs, e.g. Autism	Current year + 6 years		Not protectively marked	SECURE DISPOSAL
5.Vulnerable Learners D-Education Psychology	EI&AN 5D.6	Traded Service Brochure and Service Level Agreement Service Level Agreement with schools	Until superseded		Not protectively marked	Reviewed annually
5.Vulnerable Learners D-Education Psychology	EI&AN 5D.7	Literature and resources to assist schools in a crisis	Until superseded		Official	SECURE DISPOSAL
5.Vulnerable Learners E-School Exclusions	EI&AN 5E.1	All records relating to the exclusion of school pupils (fixed term and permanent)	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL
5.Vulnerable Learners E-School Exclusions	EI&AN 5E.2	Information about pupils who are at risk of exclusion	Current year plus three years		Official	SECURE DISPOSAL
5.Vulnerable Learners F- Specialist Teachers for Inclusive Practice (STIP)	EI&AN 5F.1	Pupil Records created by STIP	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL

Service	Ref	Description	Retention Period	Legal Basis	Protectively Marked	Action at the end of retention
5.Vulnerable Learners F- Specialist Teachers for Inclusive Practice (STIP)	EI&AN 5F.2	Records relating to specialist teaching provision for early years pupils (Specialist Early Education Service)	To be retained with individual Pupil Records until 25th birthday of pupil*	Limitation Act 1980 (Section 2)	Official	SECURE DISPOSAL