St Augustine's Catholic Primary School

Records Retention & Disposal Policy

2025

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St Augustine's Catholic Primary School Records Management

St Augustine's Catholic Primary School recognises that, by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

Scope of the Policy

- This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- Records are defined as all those documents which facilitate the business carried out by the school and which are, thereafter, retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives for historical research.

Responsibilities

- The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.
- The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying, at least annually, to check if records are stored securely and can be accessed appropriately.
- Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's record management guidelines.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- Other legislation or regulations (including audit, equal opportunities and ethos affecting the school)

Managing Pupil Records

The pupil record should be seen as the core record charting an individual pupil's progress through the education system. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access.

Recording Information

Pupils have a right of access to their educational record and so do their parents under the Education (Pupil Information) (England) Regulations 2005. Under the Data Protection Act 1998, a pupil or their nominated representative has a right to see information held about them. This right exists until the point that the file is destroyed. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

Creating a file

This section relates to both paper and electronic pupil files.

The pupil record starts when a file is created (opened) for each new pupil as they begin school. This is the file that will follow the pupil for the rest of his/her school life. At St Augustine's Catholic Primary School, we include the following information on the front of the hard copy pupil file:-

- Surname
- Forename
- Date of Birth
- Unique Pupil Number kept on system

The admission form in each pupil file contains: -

- Pupil Name
- Address
- Telephone Number
- Mother's contact number
- Father's contact number
- Name and address of any other person who has agreed to take charge of the child until a parent reaches home
- Date of birth
- Date of entry
- Date of leaving

File Contents

The pupil record includes the following contents:-

- Record of transfer from early years provision

- Application Form
- Proof of birth
- Proof of Baptism
- Home/School Agreement
- Photography Consents
- Any information relating to a major incident concerning the child
- Annual reports
- Any information about Educational Health Care Plans in place
- Any relevant medical information
- Information relating to any exclusions (fixed or permanent)
- Individual specific correspondence with parents or external agencies relating to major incidents
- Details of complaints made by the pupil and/or parents

The following pupil information should be kept separate from the pupil file as they are subject to shorter retention periods:-

- Absence notes
- Parental consent forms
- Correspondence with parents about minor issues
- Accident forms (unless a major accident)
- Any child protection reports/disclosures (confidentiality stored in Head's office)

Transferring the file to secondary school (or alternative primary if in-year transfer)

St Augustine's Catholic Primary School does not retain any pupil files when pupils leave the school unless there is any ongoing legal action. Custody of and responsibility for the records passes to the school that the pupil transfers to.

Files will be sent via the local authority 's internal mail system, wherever possible. In the event that they are sent by post, they should be sent by registered post with an accompanying list of the files, and requesting confirmation of receipt. The school receiving the files should telephone/e-mail the school confirming receipt of files. Where possible, St Augustine's Catholic Primary School will arrange for pupil files to be delivered by hand.

Electronic documents held by St Augustine's Catholic Primary School are destroyed once the pupil leaves after the recommended period of time.

Storage of pupil files

All pupil records at St Augustine's Catholic Primary School are held securely. Paper files are stored in a locked filing cabinet, in the classroom, where access is managed by the class teacher. All electronic records are held securely on the school's management information system with appropriate access levels as determined by the Saint John Southworth Catholic Academy Trust.

Access arrangements are made ensuring that confidentiality is maintained, whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those who need to see it.

Disposal of records which have reached the end of their administrative life

This section outlines how records, whether electronic or paper, are disposed of once they have reached the end of their administrative life [detailed in the records retention schedule].

St Augustine's Catholic Primary School is committed to complying with data protection requirements by ensuring that they are no longer required and are reviewed as soon as possible so that only the appropriate records are destroyed.

Safe destruction of records

All records containing personal or sensitive information are shredded to ensure reconstruction is not possible. In the event that records are identified as to be destroyed but have not yet been done so, and a request for the records is received, they must still be provided.

Prior to records being destroyed by the school administrators/Site Manager, authorisation is sought by a senior member of staff.

Retention periods

Retention of records differ according to type. The schedule on the following pages outlines the retention period required for different records. The schedule has been divided into five sections:-

1. Management of the school
2. Human resources
3. Financial management of the school
4. Property management
5. Pupil management