

KCC Retention Periods

Basic file description	Statutory Provisions	Retention Period
Admission Registers		Permanent
Attendance registers		Date of register + 3 years
Pupil record cards - Primary		Retain for the time which the pupil remains at the Primary School
		Transfer to the Secondary School (or other Primary School) when the child leaves the school[1]
Pupil record cards - Secondary		DOB of the pupil + 25 years ¹
Pupil Files - Primary		Retain for the time which the pupil remains at the Primary School
		Transfer to the Secondary School (or other Primary School) when the child leaves the school ¹
Pupil Files - Secondary		DOB of the pupil + 25 years ¹
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 year ¹
Letters authorising absence		Date of absence + 2 years
Absence books		Current year + 6 years
Examination results - Public		Year of examinations + 6 years[2]
Examination results - Internal examination results		Current year + 5 years
		If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary
Any other records created in the course of contact with pupils		Current year + 3 years then review
Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years
		Unless legal action is pending

Continued

Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years
		Unless legal action is pending
Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years
		Unless legal action is pending
Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years
		Unless legal action is pending
Pupil SEN Files		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.