

### Document Retention Schedule Summary

- Admissions forms (unsuccessful): If no appeal, 1 year from receipt. If appeal, 1 year from resolution.
- Admission and Attendance Registers: Last entry/Date of register + 3 years
- Absence letters, Leave request forms, correspondence: Date of absence + 2 years
- Absence records: Current year + 6 years
- Pupil Educational record including SEN: Duration of attendance at school or until pupil is 22 years old if transferring out of the Hampshire LEA
- Photos and Consent Forms: Until pupil leaves school
- Activity/Trip consent forms: Date + 1 year
- SATS papers: Current year + 1 year
- Pupil records not part of the educational record: Current year + 3 years
- Pupil accident and physical intervention records: Until pupil has reached age 22.
- Records for governing body meetings: 6 years
- Governor application forms (successful): End of term of office + 1 year
- Governor application forms (unsuccessful): Date of election + 6 months
- Governor election voting forms: Date of election + 6 months
- Complaints dealt with by the governing body: Date of resolution of complaint + 7 years
- Visitors books and sign-in sheets: 6 years
- PTA records: 6 years
- Interview notes & recruitment records (unsuccessful candidates): Date of interview + 1 year
- Interview notes & recruitment records (successful candidates), staff files, retirement benefits: End of employment + 7 years
- Staff appraisal records and timesheets: 6 years
- Staff sickness records, maternity/paternity records: 3 years
- Disciplinary proceedings, panels, tribunals: 7 years
- Accident reporting, adults: 3 years
- Violent incident reporting: 3 years
- Health and Safety training records, lettings records, free school meal records: 6 years
- School meal registers: 3 years

While the national Independent Enquiry into Child Sexual Abuse is carried out, schools have been asked to retain records relating to child protection until further notice.

For full details of our document retention schedule please contact the school office.