

Avenue Junior Retention Document May 2018  
Mike Hooper



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When storing personal data, we need to consider why we are storing it and how we will store it, including for how long. This **Avenue Junior Retention** document details the data we collect and our retention of this information.

Personal identifiers, contacts and pupil characteristics can be categorised as follows:

**Admissions**

**Attainment**

**Attendance**

**Behaviour**

**Exclusions**

**Identity management**

**Catering and Free School Meal Management**

**Trips and Activities**

**Medical Information and Administration**

**Safeguarding**

**Special Educational Needs**

Data item group	Short term need (event + 1 month)	Medium term need (pupil at school + 1 year)	Long term need (pupil at school + 5 years)	Very long term need (until pupil is aged 25 or older)	Justification
<b>Admissions</b>		<b>Admissions files</b>			<b>Admissions files</b>  Admissions data is used extensively from the period of the school receiving it up until the point where children enrol. It is then used for some validation and cross

			<b>Admissions Appeals</b>	<p>checking of enrolment details.</p> <p>Once enrolled, the child's records in the MIS (Management Information System) become the core record.</p> <p>Children who enrol but then do not attend have their records passed on to Children Missing in Education (CME)</p> <p><b>Admissions Appeals</b>          It is important to retain detailed data for a year, any appeals for which richer data about other successful/unsuccessful appeals may be relevant typically happen in the first year</p> <p>Information about admissions appeals</p> <p>When dealing with appeals, having a reasonable history of any other appeals in some detail can be needed to deal with the particular appeal. The information is needed alongside the admissions policies of the time.</p>
Attainment			<b>Summative Assessment</b>	<p>Summative assessment is the main outcome a child 'attains' at school. This is important information for future schools that a child may attend. Retaining</p>

				<p>a name and main attainment information for one year after a child leaves the school will help to ensure a smooth transition of this key information.</p> <p>After this point, 'trend' information can be gathered from summarised data where individuals are not able to be identified.</p>
Attendance		<b>Attendance data</b>		<p>Attendance information should be kept for the pupil's time at school + 1 year to allow for relevant operational matters to be settled (e.g. payments for meals or music lessons).</p> <p>Attendance data can also relate to safeguarding or attainment and detailed records of attendance would support conversations about those topics for one year after the child leaves.</p> <p>Trend data can then be used in summarised form that does not identify pupils.</p> <p>Paper attendance records will not be kept for longer than the child's time at this school where the electronic record would be retained for one further year.</p>

Behaviour		<b>Behaviour records</b>			Some behaviour is recorded to enable patterns of behaviour to be managed whilst the child is at our school. Once the pupil has left, it seems sensible to keep these records for one further year to support conversations around transition (handover information).
Exclusions		<b>Exclusion Data where a child is identified</b>			Exclusion data should be 'passed on' to subsequent settings. That school then has responsibility for retaining the full history of the child. If a private setting or the school is unsure about where the child has gone, then the school should ensure the LA already has the exclusion data.
Identity Management	<b>Images of children</b>				Some images of children are used to support staff in identifying children with health needs or dietary requirements. Once these children have left the school, there is no longer any justification for keeping them.
Catering and Free School Meal Arrangements		<b>Meal Administration</b>	<b>Free School Meal Eligibility Information</b>		<b>Meal Administration</b>  It is sensible to keep records of meals eaten from a health and safety point of view – knowing what children have eaten in case of suspected food poisoning or related incidents.

					<p>One beyond the child's time at school also enables outstanding payments to be settled.</p> <p><b>Free School Meal Eligibility Information</b></p> <p>School funding is reliant on this information (ever 6) and so storing this information for the stated retention period is a financial matter. This information will also be portable.</p>
<p><b>Trips and Activities</b></p>	<p><b>Information taken on the trip</b></p> <p><b>Educational Visitors to School</b></p>		<p><b>Financial informatio</b></p>		<p><b>Information taken on the trip</b></p> <p>Once relevant information about the trip has been stored on the appropriate systems (e.g. minor injuries, medical information) the data can be destroyed.</p> <p><b>Educational Visitors to School</b></p> <p>If personal information is shared with visitors to school, school must ensure that this is not removed from the site, e.g. children's names. And this information is stored in the appropriate place in school or destroyed once the visitor has left.</p> <p><b>Financial information related to trips</b></p>

			<b>n related to trips</b>		<p>Pupil's time at school plus 1 year covers Educator Solutions' 3 years + 1 policy.</p> <p><b>Major medical events</b>          Until the child is 25 is appropriate, relevant and sensible because related medical concerns may be linked to the incident and there could be an appropriate legal request for information the school held.</p>
Medical information and administration	<b>Medical permission forms</b>				<p><b>Medical permission forms</b>          Only needed for the duration of the medicine administration period plus one month in case of immediate issues.</p> <p><b>Medical conditions and management records</b>          It is important to keep these records to support smooth transitions and effective health management between schools.</p> <p><b>Medical Incidents</b>          Until the child is 25 is appropriate, relevant and sensible because related medical concerns may be linked to the incident and there could be an appropriate legal request for</p>
		<b>Medical conditions and management records</b>			

					information the school held.
Safeguarding	<b>Safeguarding records</b>		<b>Shortened summary records.</b>		<p><b>Safeguarding records</b> are held by the school whilst the child attends and are then passed on to the next school that will be attended by the child. A transfer receipt of these records are made.</p> <p><b>Shortened summary records</b> are kept at the school for the child's time at school plus five years to enable the future school to come back to us to discuss any ongoing concerns or if they need to check historical information in order to support the safeguarding of pupils. This record is held on an encrypted file on the headteachers desktop computer with restricted access.</p>
Special Educational Needs		<b>SEN Records</b>			<p><b>SEN records</b> should be passed on to the next school a child will attend but a summarised record kept for 'time here plus one year' to support transitional discussions and enable a smooth transfer to outgoing schools. After this time, future schools will have made their own records.</p>
Personal identifiers, contacts and personal	<b>Images used in identity systems</b>				<p><b>Images used in identity systems</b>        These are not needed once the need to</p>



<p>characteristics          .</p>		<p><b>Images used in displays in school</b></p> <p><b>Main electronic data record (MIS record)</b></p>		<p>identify the child has passed.</p> <p><b>Images used in displays in school</b>          Images for displays should not be retained for longer than time here plus one year as the displays should reflect the current work in the school and there is no need to display children who previously attended.</p> <p><b>Images used in marketing</b> should always be used in line with consent gained at the outset of image use and should not be retained once the marketing publication has changed.</p> <p><b>The Main Electronic record (full address and contact information)</b> will be deleted after 'time here plus one year'. A <b>Basic record – name, time attended</b> will be retained for time here plus 5 years. This is because the main record may be useful to support effective communication in the new school the child attends once they leave here. Basic information may be useful in historical analysis.</p>
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