MOUNT ST MARY'S CATHOLIC HIGH SCHOOL
Educating the Individual for the Benefit of All

RETENTION POLICY

Mount St Mary's Catholic High School Retention Policy

Adopted by Mount St Marys' Governing Body on 20 September 2022

Signed   *[signature]*   Chair of Governors

Review date: 20 September 2025

Mount St Mary's Catholic High School (MSM) recognises that efficient management of records enables easier compliance with regulatory obligations This policy has been drawn up to support the procedures contained in the MSM Freedom of Information Policy and the MSM Data Protection Policy and it should be read in conjunction with both of these policies.

The retention periods contained in the table below are those which MSM uses, there are no statutory retention periods at present.

Data Item Group (pupils)	Immediate deletion upon cessation of involvement with school	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
Admissions			X (admissions files	X (admissions appeals)		**Admission files** 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 checking of enrolment details. Once enrolled, the child's records in the MIS become the core record 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 but could extend beyond that **Information about admissions appeals** 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.

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Attainment				X		Summative attainment is the main outcome of what children 'attain' in school. It is important that future schools and colleges where pupils go on to learn can access previous attainment. It is possible that the school may receive a reference request for an ex-pupil. It is also possible that the data may be needed fop historical and comparative analyses.
Attendance				X		Attendance is related to individual attainment and so being able to relate attendance to attainment whilst in our care is important and it could be used for analyses.
Behaviour				X		This is all relevant for managing children while on roll and could help to provide a picture of the student during their time at our school for next educational institution to help with transition. It might, on rare occasions, also help when a reference is requested with specific focusses.
Exclusions			X			Exclusion data is 'passed on' to subsequent educational settings. It is important that the new establishment is forewarned in the event of repeated behaviour.
Identity management and authentication		X (images used for identity management)				

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Catering and free school meal management			X (meal administration)	X (free school meal eligibility information 7 years)		A short historic record of what a child has had can be useful in case of any food-related incidents at school, or parental queries about the types of meals their children are choosing. Keeping for up to one year also allows time to do accounting work associated with catering. Typically 'one month' may not be enough, but 'one year' feels enough.Due to the way school funding works, free school meal eligibility is a financial matter, and thus keeping this data for 6+1 feels appropriate. This 7-year record also needs to be portable with the pupil, as historic dates can be used for funding.
Trips and activities		**X (field file)** **X (educational visitors to school)**		**X (financial information related to trips)**	**X (major medical events)**	Financial information related to trips are retained for 7 years for audit purposes. This would include enough child identifiers to be able to confirm contributions. A 'field file' is the information that might taken on a trip by a school, this will largely be information that could be required in an emergency, this file type is more likely to be for residential trips. However, school can be contacted by the trip supervisors to gain required information instead of taking a file but this would not be possible out of school hours. Any data taken on trips will be destroyed or deleted upon return to school. If there is a major incident (for example, a medical incident that needed outside agency) the incident wold be recorded on our database in the student's electronic file and becomes subject to retention until the student reaches 25 years of age.

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						Permission to go on the trip slips that contain personal data would be destroyed after the trip. There might be occasion to share some personal data with those running educational visits on site or off site, but these occasions would be rare and sharing would only be done with a student's safety and best interest in mind.
Medical information and administration		X (permission slips)	X (medical conditions and ongoing management)		X medical incidents (potentially)	To support any handover work about effective management of medical conditions to a subsequent institution.
Safeguarding					X	All data on the safeguarding file potentially forms part of an important story that may be needed retrospectively for many years.
Special educational needs					X	We regard data in this group in the same way as all students' data.

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Personal identifiers, contacts and personal characteristics				**X (images used in displays in school. Could be longer, largely because they begin to look dated and need replacing to look current)** **X (biometrics, deleted upon leaving the school)**	**X (basic details including identifying photograph, but nothing of a sensitive nature)**	Images are used for different reasons, and the reason dictates the retention period. Images used purely for identification can be helpful in remembering a student if information on them is sought e.g. reference. Images used in displays etc. can be retained for educational purposes whilst the child is at the school. We do not currently undertake marketing strategies. Biometric data (typically fingerprints used in things like catering and printer access) are retained as long as the student attends the school and are deleted upon leaving the school. Basic details are needed for smooth handover to subsequent schools or colleges. Postcode data can be useful in analysing longer-term; performance trends or how catchment/pupil populations are shifting over time.
Staff personal details				x		Possible needed to contact for events or enquiries from former pupils or contacts and the enquiries could be forwarded to the staff
Staff absence records				x		For future employee reference requests. Possible support evidence for disciplinary or health issues.
Staff appraisal records		x				For future employee reference requests. Possible support evidence for disciplinary issues.
Staff disciplinary issues				x		For future employee reference requests.
Staff applicant data (unsuccessful)		x				Possible call back if a further opportunity arises for which the candidate may be suitable. Complaints against the school over any aspect of the interview process.

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Staff accident and injury records				x (3 years)		3 Years in line with the MSM insurance company's guidelines.
Allegations of financial misconduct against staff					x	For future employee reference requests. Possible evidence if further issues are identified or there is any legal action and prosecution.
Allegations of a safeguarding nature against staff or any adult connected to the school in an official capacity					x	For future employee reference requests.Possible evidence if further issues are identified or there is any legal action and prosecution.
Governor details	X					Transparency of governance to make the Governors more relatable and identifiable during their tenure. Personalise the governors
Instrument of governors	X (upon confirmation of new instrument)					Transparency and evidence of governance
Minutes of governors meetings				x		Transparency and evidence of governance
Governors reports				x		Transparency and evidence of governance
Complaints files				x		Transparency and evidence of governance

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School Improvement Plans				x		Transparency and evidence of governance
Volunteer details				x		Make the volunteers identifiable while involved with school.
Financial Data				X		Transparency and evidence of accountability.
Asset register				X		Transparency and evidence of accountability.
Budget accounts				X		Transparency and evidence of accountability.
Loans and grants				X		Transparency and evidence of accountability.
Contractor details					X	Expeditious practice for repeat business if contractor's work was of a high standard.
Service contracts					X	Proof of agreed work contracted for. Evidence in case of claim against the contractor for the quality of work completed.
Supplier contact details					X	Expeditious practice for repeat business if contractor's work was of a high standard.
Supplier contracts					X	Proof of agreed supplies contracted for. Evidence in case of claim against the supplier for the quality of goods sup0plied.