

## Retention of Documents

Item	Period
Pupils Educational Record	Until the child leaves Pott Shrigley Church School
Child Protection Information ( <b><i>held on pupil file</i></b> )	Until the child leaves Pott Shrigley Church School
Attendance	3 years from the date a child leaves Pott Shrigley Church School
Examination Results	Current year plus 6 years
Free School Meals Registers	Current year plus 6 years
Accident Reporting	Date of birth of the child plus 25 years
Child Protection Information ( <b><i>held on separate file</i></b> )	Date of birth of the child plus 25 years
SEN Records	Date of birth of the child plus 25 years