

<b>EDUCATION &amp; SKILLS (Function)</b>			
<b>Reference</b>	<b>Description of Record</b>	<b>Point of Closure</b>	<b>Total Retention Period</b>
<b>ACCESS &amp; INCLUSION (Activity)</b>			
CAH	All case management relating to SEN including; allocation of school places to children with SEN in mainstream schools, assessments (including Educational Psychology Service records), co-ordinated support plan and educational health care plans	End of service provision	32nd birthday (Aug 31 - end of academic year) (unless adopted or looked after)
CAH	Home to School Transport provision	From application	7 years
CAH	Elective Home Education (child record)	End of involvement	Until pupil reaches 25, unless 'looked after' in which case kept until 75th birthday.
CAH	Children Missing Education (child record)	End of involvement	Until pupil reaches 25, unless 'looked after' in which case kept until 75th birthday.

CAH	Attendance Panel Reviews (child record)	End of involvement	Until pupil reaches 25, unless 'looked after' in which case kept until 75th birthday.
<b>ADMISSIONS &amp; EXCLUSIONS (Activity)</b>			
CAH	School Admissions Common Applications	From application	7 years
CAH	Penalty Notices	End of involvement	7 years
CAH	School Permanent exclusions (child record)	When resolved	21 years
<b>EDUCATION PSYCHOLOGY (Activity)</b>			
CAH	Education psychology records		32nd birthday
<b>EDUCATION WELFARE (Activity)</b>			
CAH	Child employment permits	End of employment	6 months from employment permit application being made. End of employment.
CAH	Chaperone licences	End of chaperone registration	1 year 6 months
CAH	Child performance licences	End of production	1 year 6 months
CAH	Education Welfare Case Files	End of service	25th birthday unless looked after pupil' in which case 75th birthday

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<b>COMMUNITY LEARNING (Activity)</b>			
CAH	Individual Learner Records (11K) - England	Creation+	14 years
CAH	Summer Language Students - England	Creation+	14 years
<b>MANAGEMENT OF SCHOOLS (Activity)</b>			
Integra	Govenor services ????	Creation+	Contact Service Provider
Integra	Information about management and support to schools		Contact Service Provider
Integra	<b>School Files Amalgamation /Closures</b>	Amalgamation or Closure	7 years
Integra	<b>618G Records</b>	Ongoing	5 years
Integra	<b>GTC Records</b>	Ongoing	3 years
Integra	<b>Asset Management</b>		Contact Service Provider