



LONDON
MATHS & SCIENCE
COLLEGE

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UCAS Application and Academic Reference Policy

London Maths & Science College

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UCAS APPLICATION AND ACADEMIC REFERENCE POLICY



London Maths & Science College (LMSC)

Document Reference: LMSC/RRP/01

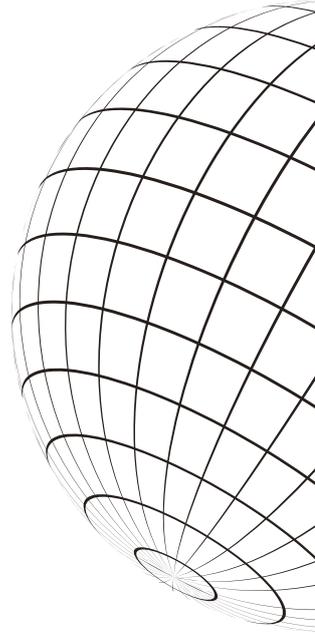
Version: 1.0

Publication Date: 31st October 2025

Next Review Due: 31st October 2026 (annual or following)

Policy Owner: Data Protection Officer (DPO) / Principal

Approved by: Proprietor / Governing Body



1. Purpose

London Maths & Science College (LMSC) is committed to managing records responsibly and lawfully. This Record Retention Policy sets out how long different types of records are retained and how they are securely disposed of, in line with **UK GDPR**, the **Data Protection Act 2018**, and regulatory requirements, including **Ofsted**, **JCQ**, **UCAS**, and awarding bodies.

2. Scope

This policy applies to all records held by LMSC, regardless of format, including:

- Paper records
 - Electronic and digital records
 - Emails and scanned documents
 - Records held on MIS, VLE, UCAS and awarding body portals
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3. Principles

LMSC's approach to record retention is based on the following principles:

- Records are kept **only as long as necessary** for their purpose
- Retention periods reflect **statutory, regulatory and operational requirements**
- Records are stored securely throughout their lifecycle
- Disposal is secure, confidential and documented

4. Legal and Regulatory Framework

This policy is informed by:

- UK GDPR and Data Protection Act 2018
- Ofsted inspection framework expectations
- JCQ General Regulations for Approved Centres
- UCAS data handling requirements
- Awarding body regulations (e.g. AQA, OCR, Pearson, Cambridge)

5. Roles and Responsibilities

Proprietor / Governing Body

- Provides oversight of records management and compliance

Principal / Head of Centre

- Overall accountability for record retention and disposal

Data Protection Officer (DPO)

- Advises on retention periods and compliance
- Monitors adherence to this policy

Exams Officer

- Ensures exam records are retained in line with JCQ requirements

UCAS Coordinator

- Ensures UCAS application records are retained appropriately

All Staff

- Must manage records in line with this policy
- Must not retain personal data unnecessarily

6. Record Categories and Retention Periods

6.1 Student Records

- Student enrolment records: **6 years after leaving**
- Attendance and progress records: **3 years after leaving**
- Safeguarding records: **Until the individual reaches age 25** (or longer if required)

6.2 Assessment and Examination Records (JCQ)

- Exam attendance registers and seating plans: **1 year**
- Access arrangements evidence: **3 years**
- Coursework / NEA samples: **Until awarding body confirms results**
- Malpractice records: **5 years**
- Certificates (unclaimed): **12 months then recorded and securely destroyed**

6.3 UCAS Records

- UCAS applications and references: **1 year after application cycle**
- Predicted grades and internal checks: **1 year**

6.4 Staff Records

- Personnel files: **6 years after employment ends**

- Safer recruitment records: **6 months (successful candidates) / 12 months (unsuccessful)**
- Staff CPD records: **3 years**

6.5 Financial and Corporate Records

- Financial accounts and invoices: **7 years**
- Contracts and agreements: **6 years after expiry**

7. Storage and Security

- Records are stored securely with access restricted to authorised staff
- Paper records are kept in locked cabinets
- Electronic records are password protected and encrypted where appropriate
- Safeguarding and exam records are stored separately from general student files

8. Disposal of Records

- Records are disposed of securely once retention periods expire
- Paper records are cross-shredded or destroyed by approved contractors
- Electronic records are permanently deleted and not recoverable
- Disposal actions are logged where required

9. Data Subject Rights

Individuals may request access to their personal data in line with data protection legislation. Requests are handled by the DPO within statutory timescales.

10. Breaches and Non-Compliance

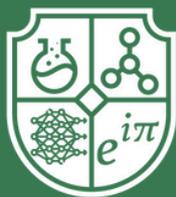
Failure to follow this policy may result in disciplinary action and must be reported to the DPO or Principal.

11. Monitoring and Review

- This policy is reviewed annually or when regulatory guidance changes
- Retention schedules are updated as required

12. Approval and Review Record

Version	Date	Approved by	Review Date
1.0	□ / □ / 25	Proprietor / Governing Body	□ / □ / 26



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