

Appendix to School Self-Evaluation Report: legislative and regulatory checklist (Primary)

This is not an exhaustive checklist. It is intended to assist the board of management in carrying out its leadership and management responsibilities and functions, as set out in the Education Act (1998), and within the context of its own school. The completed checklist will contain sensitive information and should be treated as confidential.

Issue	Relevant legislation, rule or circular	Is the school fully meeting the requirements of the relevant legislation, rule or circular?	If no, indicate aspects to be developed
Time in school - Length of school year - minimum of 183 days - Length of school day -4 hours 40 minutes (infants); 5 hour 40 minutes (1 st -6 th classes)	Circular 0011/1995	School year <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No School day <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Standardisation of school year	Circular 0005/2020	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Valid enrolment of pupils	Section 9(1), 15(2) and 23 Education Act 1998 Sections 20 and 21, Education (Welfare) Act 2000 Rules 55, 64, 108 and 123, Rules for National Schools Circular 0024/2002	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Updating and simplifying the manner in which schools can maintain pupil enrolment and attendance records following the introduction of the Primary Online Database (POD)	Primary Online Database - Circular 0025/2015, Update - Circular 0033/2015	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pupils repeating a school year	Rule 64 Rules for National Schools Circular 0011/2001 Circular 0032/2003	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Annual returns on Attendance to Tusla: The Child and Family Agency	Education and Welfare Act 2000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Development of school plan	Section 21, Education Act 1998	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Engagement with SSE process	Circular 0039/2016	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Time for literacy and numeracy	Circular 0056/11, Circular 0066/2011, Circular 0018/2012,	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Administration of Standardised Tests and Return of Data	Circulars 0056/2011, 0018/2012, 0045/2014, 0027/2015, 0034/2016 and 0038/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Language Curriculum	Circular 0061/2015 Circular 0045/2019	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Exemption from Irish	Circular 0052/2019	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Issue	Relevant legislation, rule or circular	Is the school fully meeting the requirements of the relevant legislation, rule or circular?	If no, indicate aspects to be developed										
Refusal to enrol	Section 29 Education Act 1998 Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year <table border="1"> <tr> <td>Number of section 29 cases taken against the school</td><td>0</td></tr> <tr> <td>Number of cases processed at informal stage</td><td>0</td></tr> <tr> <td>Number of cases heard</td><td>0</td></tr> <tr> <td>Number of appeals upheld</td><td>0</td></tr> <tr> <td>Number of appeals dismissed</td><td>0</td></tr> </table>	Number of section 29 cases taken against the school	0	Number of cases processed at informal stage	0	Number of cases heard	0	Number of appeals upheld	0	Number of appeals dismissed	0	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Number of section 29 cases taken against the school	0												
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Suspension of students	Section 29 Education Act 1998 Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year <table border="1"> <tr> <td>Number of section 29 cases taken against the school</td><td>0</td></tr> <tr> <td>Number of cases processed at informal stage</td><td>0</td></tr> <tr> <td>Number of cases heard</td><td>0</td></tr> <tr> <td>Number of appeals upheld</td><td>0</td></tr> <tr> <td>Number of appeals dismissed</td><td>0</td></tr> </table>	Number of section 29 cases taken against the school	0	Number of cases processed at informal stage	0	Number of cases heard	0	Number of appeals upheld	0	Number of appeals dismissed	0	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Number of section 29 cases taken against the school	0												
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Expulsion of students	Section 29 Education Act 1998 Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year <table border="1"> <tr> <td>Number of section 29 cases taken against the school</td><td>0</td></tr> <tr> <td>Number of cases processed at informal stage</td><td>0</td></tr> <tr> <td>Number of cases heard</td><td>0</td></tr> <tr> <td>Number of appeals upheld</td><td>0</td></tr> <tr> <td>Number of appeals dismissed</td><td>0</td></tr> </table>	Number of section 29 cases taken against the school	0	Number of cases processed at informal stage	0	Number of cases heard	0	Number of appeals upheld	0	Number of appeals dismissed	0	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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Issue	Relevant legislation, rule or circular	Is the school fully meeting the requirements of the relevant legislation, rule or circular?	If no, indicate aspects to be developed
Deployment of Teachers	Staffing arrangements for the school year Circular 0019/2019 Special Education Teaching Allocation Model Circular 0013/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Posts of Responsibilities	Circular 0044 / 2019 – Recruitment / Promotion and Leadership for Registered Teachers in Recognised Primary Schools	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Seniority of primary teachers	Circular 0044/2019	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Release Time for Principal Teachers in Primary Schools	Circular 0020/2019	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Implementation of national agreement regarding additional time requirement	Circular 0008/2011 Circular 0052/14	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Digital Strategy and Grant Scheme for ICT Infrastructure	Circular 0001/2017 and 0011/2018 Digital Learning Plan Use of the Digital Learning Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Implementation of Child Protection Procedures 2017	<div> Circular 0081/2017 Please record the following information in relation to child protection as reported to the board Child Protection Oversight Report presented at each board meeting <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Number of reports submitted by the DLP to Tusla and reported to the board Number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made Number of cases where a mandated person other than the DLP made a report to Tusla and notified the DLP </div>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Implementation of vetting requirements	National Vetting Bureau (Children and Vulnerable Persons) Act 2012 Circular 0026/2015 Circular 0016/2017 (Statutory requirements for retrospective vetting) Child Protection Procedures 2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Implementation of complaints procedure as appropriate	<div> Complaints Procedures, Section 28 Education Act Please record the following in relation to complaints Number of formal parental complaints received Number of formal complaints processed Number of formal complaints not fully processed by the end of this school year </div>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix to School Self-Evaluation Report: Policy checklist (Primary)

Policy	Source	Has policy been approved by the board of management?	If no, indicate aspects to be developed.
Enrolment policy	Section (15)(2)(d) Education Act 1998 Education (Admissions to Schools) Act 2018	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attendance and participation strategy ¹	Section 22 Education Welfare Act 2000 Equal Status Acts 2000-2011	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Child Safeguarding Statement	Child Protection Procedures 2017 Circular 0081/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Code of behaviour ² including anti-bullying policy Dignity in the Workplace Charter	Circular 20/90 NEWB <i>Guidelines</i> Section 23, Education Welfare Act 2000 <i>Anti-bullying Procedures for Primary and Post-primary schools</i> 2013, and Circular 45/13 Section 8(2)(b), Safety, Health and Welfare at Work Act 2005	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Critical incident management plan	Responding to Critical Incidents: NEPS Guidelines and Resource Materials for Schools 2016	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Data protection	General Data Protection Regulations (GDPR) May 2018: see www.dataprotectionschools.ie and www.gdpr4schools.ie	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Health and safety statement	Section 20 Health and Safety Act 2005	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Internet acceptable use policy	National Council for Technology in Education (NCTE) Guidelines, 2012 at www.webwise.ie	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Parents as partners	Circular 24/91	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Public service agreement – special needs assistants	Circular 71/11	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Relationships and sexuality education (RSE) policy	Relationships and Sexuality Education: Policy Guidelines (1997)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Substance use policy	National Drugs Strategy and Department of Education and Skills Guidelines	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Special educational needs policy ³	Education Act 1998 Equal Status Acts 2000- 2011 Education (Welfare) Act 2000 Education for Persons with Special Educational Needs Act (EPSEN) ⁴ 2004 Disability Act 2005 Circular RAM –SEN (2017)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
For DEIS schools only: DEIS Action Plan	DEIS Plan 2017 Department of Education and Skills Guidelines on the appropriate use of the DEIS Grant (updated annually)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

¹ Under the provisions of the Education (Welfare) Act (2000) (section 22), the school's attendance strategy should conform to the provisions stipulated.

² Under the provisions of the Education (Welfare) Act (2000) (section 23) the school's code of behaviour should conform to the specifications stated.

³ Section 9 of the Education Act (1998) requires a school to "use its available resources" to identify and provide for the educational needs of those "with a disability or other special educational needs."

⁴ The EPSEN Act requires that schools be inclusive of and provide an appropriate education for pupils with special educational needs.