

## 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<br>- Length of school year - minimum of 183 days<br>- Length of school day -4 hours 40 minutes (infants); 5 hour 40 minutes (1 <sup>st</sup> -6 <sup>th</sup> classes)  | Circular 0011/1995  | School year<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>School day<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |   |
| Standardisation of school year   | Circular 0009/2017  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Valid enrolment of pupils  | Section 9(1), 15(2) and 23 Education Act 1998<br>Sections 20 and 21, Education (Welfare) Act 2000<br>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 (Clárleabhar, Leabhar Rolla and Leabhar Tinrimh Laethúil) 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<br>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 (Infants to Second Class)  | Circular 0061/2015  | <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 |
|--|--|---|---|
| Exemption from Irish   | Circular 12/96   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Deployment of Teachers   | Staffing arrangements for the 2017/18 school year<br>Circular 0017/17<br>Special Education Teaching Allocation Model<br>Circular 0013/2017   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Posts of Responsibilities  | Circular 0063 / 2017 – Leadership and Management in Primary Schools  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Seniority of primary teachers  | Circular 0015/2016   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Release Time for Principal Teachers in Primary Schools                     | Circular 0012/2016   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Implementation of national agreement regarding additional time requirement | Circular 0008/2011<br>Circular 0052/14   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Grant Scheme for ICT Infrastructure – 2016/17 School Year                  | Circular 0001/2017   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Implementation of Child Protection Procedures 2017                         | <div> <div>Circular 0081/2017</div> <div>Please record the following information in relation to child protection as reported to the board</div> <div> <div>Child Protection Oversight Report presented at each board meeting</div> <div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div> </div> <div> <div>Number of reports submitted by the DLP to Tusla and reported to the board</div> <div></div> </div> <div> <div>Number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made</div> <div></div> </div> <div> <div>Number of cases where a mandated person other than the DLP made a report to Tusla and notified the DLP</div> <div></div> </div> </div> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Implementation of vetting requirements                                     | National Vetting Bureau (Children and Vulnerable Persons) Act 2012<br>Circular 0026/2015<br>Circular 0016/2017 (Statutory requirements for retrospective vetting)<br>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</div> <div>Please record the following in relation to complaints</div> <div> <div>Number of formal parental complaints received</div> <div>1</div> </div> <div> <div>Number of formal complaints processed</div> <div>1</div> </div> <div> <div>Number of formal complaints not fully processed by the end of this school year</div> <div></div> </div>   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                         |   |
| Refusal to enrol   | Section 29 Education Act 1998  | <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 |   |   |                       |   |                          |   |                             |  |   |  |
|---|---|---|---|---|---|-----------------------|---|--------------------------|---|-----------------------------|--|---|--|
|   | <p>Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year</p> <table border="1"> <tr> <td data-bbox="339 405 847 465">Number of section 29 cases taken against the school</td><td data-bbox="847 405 959 465">2</td></tr> <tr> <td data-bbox="339 465 847 526">Number of cases processed at informal stage</td><td data-bbox="847 465 959 526">0</td></tr> <tr> <td data-bbox="339 526 847 586">Number of cases heard</td><td data-bbox="847 526 959 586">2</td></tr> <tr> <td data-bbox="339 586 847 647">Number of appeals upheld</td><td data-bbox="847 586 959 647">2</td></tr> <tr> <td data-bbox="339 647 847 696">Number of appeals dismissed</td><td data-bbox="847 647 959 696"></td></tr> </table>   | Number of section 29 cases taken against the school   | 2                                       | Number of cases processed at informal stage | 0 | Number of cases heard | 2 | Number of appeals upheld | 2 | Number of appeals dismissed |  |   |  |
| Number of section 29 cases taken against the school | 2   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of cases processed at informal stage         | 0   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of cases heard                               | 2   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of appeals upheld                            | 2   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of appeals dismissed                         |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Suspension of students                              | <p>Section 29 Education Act 1998</p> <p>Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year</p> <table border="1"> <tr> <td data-bbox="339 842 847 902">Number of section 29 cases taken against the school</td><td data-bbox="847 842 959 902">0</td></tr> <tr> <td data-bbox="339 902 847 963">Number of cases processed at informal stage</td><td data-bbox="847 902 959 963"></td></tr> <tr> <td data-bbox="339 963 847 1023">Number of cases heard</td><td data-bbox="847 963 959 1023"></td></tr> <tr> <td data-bbox="339 1023 847 1084">Number of appeals upheld</td><td data-bbox="847 1023 959 1084"></td></tr> <tr> <td data-bbox="339 1084 847 1144">Number of appeals dismissed</td><td data-bbox="847 1084 959 1144"></td></tr> </table>           | Number of section 29 cases taken against the school   | 0                                       | Number of cases processed at informal stage |   | Number of cases heard |   | Number of appeals upheld |   | Number of appeals dismissed |  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Number of section 29 cases taken against the school | 0   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of cases processed at informal stage         |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of cases heard                               |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of appeals upheld                            |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of appeals dismissed                         |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Expulsion of students                               | <p>Section 29 Education Act 1998</p> <p>Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year</p> <table border="1"> <tr> <td data-bbox="339 1323 847 1384">Number of section 29 cases taken against the school</td><td data-bbox="847 1323 959 1384">0</td></tr> <tr> <td data-bbox="339 1384 847 1444">Number of cases processed at informal stage</td><td data-bbox="847 1384 959 1444"></td></tr> <tr> <td data-bbox="339 1444 847 1505">Number of cases heard</td><td data-bbox="847 1444 959 1505"></td></tr> <tr> <td data-bbox="339 1505 847 1565">Number of appeals upheld</td><td data-bbox="847 1505 959 1565"></td></tr> <tr> <td data-bbox="339 1565 847 1626">Number of appeals dismissed</td><td data-bbox="847 1565 959 1626"></td></tr> </table> | Number of section 29 cases taken against the school   | 0                                       | Number of cases processed at informal stage |   | Number of cases heard |   | Number of appeals upheld |   | Number of appeals dismissed |  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Number of section 29 cases taken against the school | 0   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of cases processed at informal stage         |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of cases heard                               |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of appeals upheld                            |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |
| Number of appeals dismissed                         |   |   |   |   |   |                       |   |                          |   |                             |  |   |  |



## 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   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Attendance and participation strategy <sup>1</sup>   | Section 22 Education Welfare Act 2000<br>Equal Status Acts 2000-2011  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Child Safeguarding Statement   | Child Protection Procedures 2017<br>Circular 0081/2017  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Code of behaviour <sup>2</sup><br>including anti-bullying policy<br>Dignity in the Workplace Charter | Circular 20/90<br>NEWB <i>Guidelines</i><br>Section 23, Education Welfare Act 2000<br><i>Anti-bullying Procedures for Primary and Post-primary schools</i> 2013, and Circular 45/13<br>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<br>Guidelines and Resource Materials for Schools 2016  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Data protection  | Data Protection Act 1988<br>Data Protection (Amendment Act) 2003  | <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 <a href="http://www.webwise.ie">www.webwise.ie</a>  | <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 <sup>3</sup>  | Education Act 1998<br>Equal Status Acts 2000- 2011<br>Education (Welfare) Act 2000<br>Education for Persons with Special Educational Needs Act (EPSEN) <sup>4</sup> 2004<br>Disability Act 2005<br>Circular RAM –SEN (2017)                         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |

|  |   |  |  |
|--|---|--|--|
| For DEIS schools only:<br><br>DEIS Action Plan | DEIS Plan 2017<br>Department of Education and Skills Guidelines on the appropriate use of the DEIS Grant (updated annually) | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|--|---|--|--|

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

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

<sup>3</sup> 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."

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