

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 type="checkbox"/> Yes <input type="checkbox"/> No School day <input type="checkbox"/> Yes <input type="checkbox"/> No	
Standardisation of school year	Circular 0005/2020	<input 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 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 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 type="checkbox"/> Yes <input type="checkbox"/> No	
Annual returns on Attendance to Tusla: The Child and Family Agency	Education and Welfare Act 2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Development of school plan	Section 21, Education Act 1998	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Engagement with SSE process	Circular 0039/2016	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Time for literacy and numeracy	Circular 0056/11, Circular 0066/2011, Circular 0018/2012,	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No	
Primary Language Curriculum	Circular 0061/2015 Circular 0045/2019	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exemption from Irish	Circular 0052/2019	<input 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								
Deployment of Teachers	Staffing arrangements for the school year Circular 0019/2019 Special Education Teaching Allocation Model Circular 0013/2017	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No									
Seniority of primary teachers	Circular 0044/2019	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Release Time for Principal Teachers in Primary Schools	Circular 0020/2019	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Implementation of national agreement regarding additional time requirement	Circular 0008/2011 Circular 0052/14	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No									
Implementation of Child Protection Procedures 2017	Circular 0081/2017 Please record the following information in relation to child protection as reported to the board <table border="1" data-bbox="355 1167 847 1516"> <tr> <td data-bbox="355 1167 847 1261">Child Protection Oversight Report presented at each board meeting</td> <td data-bbox="847 1167 986 1261"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="355 1261 847 1355">Number of reports submitted by the DLP to Tusla and reported to the board</td> <td data-bbox="847 1261 986 1355"></td> </tr> <tr> <td data-bbox="355 1355 847 1449">Number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made</td> <td data-bbox="847 1355 986 1449"></td> </tr> <tr> <td data-bbox="355 1449 847 1516">Number of cases where a mandated person other than the DLP made a report to Tusla and notified the DLP</td> <td data-bbox="847 1449 986 1516"></td> </tr> </table>	Child Protection Oversight Report presented at each board meeting	<input 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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Child Protection Oversight Report presented at each board meeting	<input 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											
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 type="checkbox"/> Yes <input type="checkbox"/> No									
Implementation of complaints procedure as appropriate	Complaints Procedures, Section 28 Education Act Please record the following in relation to complaints <table border="1" data-bbox="355 1856 871 2067"> <tr> <td data-bbox="355 1856 871 1939">Number of formal parental complaints received</td> <td data-bbox="871 1856 986 1939"></td> </tr> <tr> <td data-bbox="355 1939 871 2000">Number of formal complaints processed</td> <td data-bbox="871 1939 986 2000"></td> </tr> <tr> <td data-bbox="355 2000 871 2067">Number of formal complaints not fully processed by the end of this school year</td> <td data-bbox="871 2000 986 2067"></td> </tr> </table>	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		<input type="checkbox"/> Yes <input type="checkbox"/> No			
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											
Refusal to enrol	Section 29 Education Act 1998 Please record information in relation to appeals taken in	<input 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>accordance with Section 29 against the school during this school year</p> <table border="1" data-bbox="354 349 871 640"> <tr> <td data-bbox="354 349 871 412">Number of section 29 cases taken against the school</td> <td data-bbox="871 349 986 412"></td> </tr> <tr> <td data-bbox="354 412 871 474">Number of cases processed at informal stage</td> <td data-bbox="871 412 986 474"></td> </tr> <tr> <td data-bbox="354 474 871 521">Number of cases heard</td> <td data-bbox="871 474 986 521"></td> </tr> <tr> <td data-bbox="354 521 871 568">Number of appeals upheld</td> <td data-bbox="871 521 986 568"></td> </tr> <tr> <td data-bbox="354 568 871 640">Number of appeals dismissed</td> <td data-bbox="871 568 986 640"></td> </tr> </table>	Number of section 29 cases taken against the school		Number of cases processed at informal stage		Number of cases heard		Number of appeals upheld		Number of appeals dismissed			
Number of section 29 cases taken against the school													
Number of cases processed at informal stage													
Number of cases heard													
Number of appeals upheld													
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" data-bbox="354 786 871 1126"> <tr> <td data-bbox="354 786 871 853">Number of section 29 cases taken against the school</td> <td data-bbox="871 786 986 853"></td> </tr> <tr> <td data-bbox="354 853 871 920">Number of cases processed at informal stage</td> <td data-bbox="871 853 986 920"></td> </tr> <tr> <td data-bbox="354 920 871 987">Number of cases heard</td> <td data-bbox="871 920 986 987"></td> </tr> <tr> <td data-bbox="354 987 871 1055">Number of appeals upheld</td> <td data-bbox="871 987 986 1055"></td> </tr> <tr> <td data-bbox="354 1055 871 1126">Number of appeals dismissed</td> <td data-bbox="871 1055 986 1126"></td> </tr> </table>	Number of section 29 cases taken against the school		Number of cases processed at informal stage		Number of cases heard		Number of appeals upheld		Number of appeals dismissed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of section 29 cases taken against the school													
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" data-bbox="354 1272 871 1574"> <tr> <td data-bbox="354 1272 871 1339">Number of section 29 cases taken against the school</td> <td data-bbox="871 1272 986 1339"></td> </tr> <tr> <td data-bbox="354 1339 871 1406">Number of cases processed at informal stage</td> <td data-bbox="871 1339 986 1406"></td> </tr> <tr> <td data-bbox="354 1406 871 1473">Number of cases heard</td> <td data-bbox="871 1406 986 1473"></td> </tr> <tr> <td data-bbox="354 1473 871 1541">Number of appeals upheld</td> <td data-bbox="871 1473 986 1541"></td> </tr> <tr> <td data-bbox="354 1541 871 1574">Number of appeals dismissed</td> <td data-bbox="871 1541 986 1574"></td> </tr> </table>	Number of section 29 cases taken against the school		Number of cases processed at informal stage		Number of cases heard		Number of appeals upheld		Number of appeals dismissed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of section 29 cases taken against the school													
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 Education (Admissions to Schools) Act 2018	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attendance and participation strategy ¹	Section 22 Education Welfare Act 2000 Equal Status Acts 2000-2011	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Child Safeguarding Statement	Child Protection Procedures 2017 Circular 0081/2017	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No	
Critical incident management plan	Responding to Critical Incidents: NEPS Guidelines and Resource Materials for Schools 2016	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No	
Health and safety statement	Section 20 Health and Safety Act 2005	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No	
Parents as partners	Circular 24/91	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public service agreement – special needs assistants	Circular 71/11	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Relationships and sexuality education (RSE) policy	Relationships and Sexuality Education: Policy Guidelines (1997)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Substance use policy	National Drugs Strategy and Department of Education and Skills Guidelines	<input 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 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 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 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.