

Appendix to School Self-Evaluation Report: legislative and regulatory checklist (Post-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.

Relevant area	Relevant legislation, rule or circular	Is your 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 167 days for all year groups) - Length of school week (minimum of 28 hours for all year groups)	Circular M29/95	Yes Yes	
Standardisation of school year	Circular 0009/2017	Yes	
Procedures for submission of data returns to the Department	Circular 0038/2014 DTR returns procedures information, updated annually on education.ie Pod and PPOD	Yes	
Repeating a year – conditions to be met	M2/95	Yes	
Annual returns to Tusla on attendance, suspension and exclusion	Section 21 Education (Welfare) Act 2000	Yes	
Implementation of national agreement regarding additional time requirement	Circular 0043/2014 Circular 0045/2016, points 21-25	Yes	
Development of school plan	Section 21 Education Act 1998	Yes	
Engagement with school self-evaluation process	Circular 0040/2016	Yes	
Whole-school guidance plan	Section 21 Education Act 1998, Section 21 Education Act 1998, Circulars 10,11,12/2017	Yes	
Guidance provision in post-primary schools	Section 9(c), Education Act 1998, Circular PPT12/05, Circulars 10,11,12/2017	Yes	
Exemption from the study of Irish	Circular M10/94	Yes	
Implementation of national literacy and numeracy strategy	Circular 25/2012, Circular 42/2015, Interim Review and New Targets (2017, DES)	Yes	
Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2017/18 and 2018/19	Circular 0015/2017	Yes	
In-school management structures	Part V Education Act 1998, Circular 0004/98, Circular M29/02, Circular 0022/2009, Circular 0004/2014	Yes	
Approved allocation of teaching posts for 2017/18	Circulars 0010, 0011, 0012/2017	Yes	
Leadership and management posts	Circular 0003/2018	Yes	
Parents as partners in education	Circular M27/91	Yes	

Relevant area	Relevant legislation, rule or circular	Is your school fully meeting the requirements of the relevant legislation, rule or circular?	If no, indicate aspects to be developed	
Grant Scheme for ICT Infrastructure – 2016/17 School Year	Circular 0001/2017	Yes		
Implementation of Child Protection Procedures 2017	Circular 0081/2017 Please record the following information in relation to child protection as reported to the board	Yes		
	Child Protection Oversight Report presented at each board meeting			Yes
	Number of reports submitted by the DLP to Tusla and reported to the board			5
	Number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made			1
	Number of cases where a mandated person other than the DLP made a report to Tusla and notified the DLP			0
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	Yes		
Implementation of complaints procedure as appropriate	Section 28 Education Act 1998 Please record the following information in relation to complaints made by parents during this school year	Yes		
	Number of formal parental complaints received			0
	Number of formal complaints processed			0
	Number of formal complaints not fully processed by the end of this school year			0
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	Yes		
	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
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	Yes		
	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
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	Yes		
	Number of section 29 cases taken			0

Relevant area	Relevant legislation, rule or circular		Is your school fully meeting the requirements of the relevant legislation, rule or circular?	If no, indicate aspects to be developed
	against the school			
	Number of cases processed at informal stage	0		
	Number of cases heard	0		
	Number of appeals upheld	0		
	Number of appeals dismissed	0		

Appendix to School Self-Evaluation report: policy checklist (Post-Primary)

Policy	Relevant legislation, circulars, guidelines	Has the policy been approved by the Board of Management?	If no, indicate aspects to be developed
Enrolment policy	Section 15(2)(d) of Education Act Equal Status Acts 2000-2011 Circular M51/93	Yes	
Attendance and participation strategy ¹	Circular M51/93 Section 22, Education (Welfare) Act 2000	Yes	
Code of behaviour, including anti-bullying policy ² Dignity in the Workplace Charter	Circular M33/91 NEWB guidelines <i>Developing a Code of Behaviour: Guidelines for Schools</i> Section 23, Education (Welfare) Act 2000 Equal Status Acts 2000-2011 <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	No	Dignity in the workplace charter to be developed in 2018/ 2019.
Child Protection Procedures and Child Safeguarding Statement	Circular 0081/2017	Yes	
Annual attendance report to Tusla and Parents' Association	Section 21, Education (Welfare) Act 2000	Yes	
Health and Safety Statement	Health and Safety Act 2005 Section 20	No	H and S statement to be developed in 2018/ 2019. The school has undertaken an audit as part of this process.
Critical Incident Management policy	Responding to Critical Incidents: Guidelines and Resource Materials, NEPS 2016	Yes	
Data protection	Data Protection Act 1988 Data Protection (Amendment) Act 2003 (DATA Legislation)	Yes	
Special educational needs / Inclusion policy ³	Education Act (1998) Equal Status Acts (2000 to 2011), Education (Welfare) Act (2000), Education for Persons with Special Educational Needs Act (EPSEN) ⁴ (2004) Disability Act (2005)) Circular 0014/2017	Yes	
Relationships and sexuality education (RSE) policy	Circulars 37/2010, 23/2010, 0027/08	No	RSE policy being developed.
Substance use policy	Department of Education and Skills Directive; guidelines issued to schools in 2002	Yes	
Internet acceptable use policy	National Council for Technology in Education (NCTE) Guidelines, 2012 (www.webwise.ie)	Yes	

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 students with special educational needs.

