

**Appendix to School Self-Evaluation Report:AVS June 2017
legislative and regulatory checklist**

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
Repeating a year – conditions to be met	M2/95	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Standardisation of school year	Circular 0016/2014	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Procedures for submission of returns of data to the Department	Circular 0038/2014	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Annual returns to the National Educational Welfare Board (now Tusla))	Section 21 Education (Welfare) Act 2000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Arrangements for parent/teacher and staff meetings	Circular M58/04	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Implementation of national agreement regarding additional time requirement	Circular 0043/2014	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Development of school plan	Section 21 Education Act 1998	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Engagement with school self-evaluation process	Circular 40/2016	✓	
Whole-school guidance plan	Section 21 Education Act 1998	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Guidance provision in post-primary schools	Section 9(c), Education Act 1998, Circular PPT12/05, Circular 09/2012, section 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	To be explained
Delivery of CSPE to all junior cycle classes	Circular M12/01, Circular M13/05	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Exemption from the study of Irish	Circular M10/94	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Implementation of national literacy and numeracy strategy	Circular 25/2012, Circular 42/2015	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2016/17 and 2017/18	Circular 24/2016	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
In-school management structures	Part V Education Act 1998, Circular 04/98, Circular M29/02, Circular 22/2009, Circular 08/2013	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Promotion and Appeal Procedures for appointment to	Circular 25/2016	<input type="checkbox"/> Yes <input checked="" 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
Assistant Principal, Special Duties Teacher and Programme Co-ordinators			
Parents as partners in education	Circular M27/91	<input type="checkbox"/> ✓Yes <input type="checkbox"/> No	
Implementation of child protection procedures	Circular 65/2011 Please record the following information in relation to child protection		<input type="checkbox"/> ✓Yes <input type="checkbox"/> No
	▪ Number of cases where a report involving a child in the school was submitted by the DLP to the HSE	6 <input type="checkbox"/>	
	▪ Number of cases where a report involving a child in the school was submitted by the DLP to the HSE and the school board of management informed	1 <input type="checkbox"/>	
	▪ Number of cases where the DLP sought advice from the HSE and as a result of this advice, no report was made	2 <input type="checkbox"/>	
▪ Number of cases where the DLP sought advice from the HSE and as a result of this advice, no report was made and the school board of management informed	2 <input type="checkbox"/>		
Implementation of vetting requirements	National Vetting Bureau (Children and Vulnerable Persons) Act 2012 Circular 0026/2015	<input type="checkbox"/> ✓Yes <input type="checkbox"/> No	
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		<input type="checkbox"/> ✓Yes <input type="checkbox"/> No
	▪ Number of formal parental complaints received	None <input type="checkbox"/>	
	▪ Number of formal complaints processed	None <input type="checkbox"/>	
	▪ Number of formal complaints not fully processed by the end of this school year	None <input type="checkbox"/>	
Refusal to enrol	Section 29 Education Act 1998 Please record the following information in relation to appeals taken in accordance with Section 29 against the school during this school year		N/A
	Number of section 29 cases taken against the school	None <input type="checkbox"/>	

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
	Number of cases processed at informal stage Number of cases heard Number of appeals upheld Number of appeals dismissed	0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/>		
Suspension of students	Section 29 Education Act 1998 Please record the following information in relation to appeals taken in accordance with Section 29 against the school during this school year			
	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	0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/>		
Expulsion of students	Section 29 Education Act 1998 Please record the following information in relation to appeals taken in accordance with Section 29 against the school during this school year			
	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	0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/>		

Appendix to School Self-Evaluation report: policy checklist

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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Code of behaviour, including anti-bullying policy ¹ 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attendance and participation strategy ²	Circular M51/93 Section 22, Education (Welfare) Act 2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Annual attendance report to National Educational Welfare Board and Parents' Association	Section 21, Education (Welfare) Act 2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Health and Safety Statement	Health and Safety Act 2005 Section 20	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Data protection	Data Protection Act 1988 Data Protection (Amendment Act) 2003	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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 0070/2014	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Social, personal and health education(SPHE)/Relationships and sexuality education (RSE) policy	Circulars 37/2010, 23/2010, M27/08, M11/03, M22/00, M20/96, M4/95	<input type="checkbox"/> Yes <input type="checkbox"/> No	

¹ Under the provisions of the Education (Welfare) Act (2000) (section 23) the school's code of behaviour should conform to the specifications stated.

² Under the provisions of the Education (Welfare) Act (2000) (section 22) the school's attendance strategy should conform with the provisions stipulated.

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.

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Substance use policy	Department of Education and Skills Directive; guidelines issued to schools in 2002	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Internet acceptable use policy	National Council for Technology in Education (NCTE) Guidelines, 2012	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Updated June 2017
Child Protection Policy	Circular 0065/2011	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Updated June 2017
For DEIS schools only: DEIS Action Plan	DEIS 2005 Department of Education and Skills Guidelines on the appropriate use of the DEIS Grant (updated annually)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	