

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 requirements of relevant legislation, rule or circular?	If no, indicate aspects to be developed
Time in school - Length of school year (minimum of 166 days for all year groups) - Length of school week (minimum of 28 hours for all year groups)	Circular 0008/2022 Circular M29/95	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <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	
Procedures for submission of data returns to the Department	Circular 0038/2014 DTR returns procedures information, updated annually on education.ie (PPOD)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Repeating a year – conditions to be met	M2/95	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Annual returns to Tusla on attendance, suspension and exclusion	Section 21 Education (Welfare) Act 2000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Implementation of national agreement regarding additional time requirement	Circular 0043/2014 Circular 0045/2016, points 21-25	<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 school self-evaluation process	Circular 0041/2020	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Whole-school guidance plan	Section 21 Education Act 1998, Section 21 Education Act 1998, Circulars 10,11,12/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Guidance provision in post-primary schools	Section 9(c), Education Act 1998, Circular PPT12/05, Circulars 10,11,12/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Exemption from the study of Irish	Circular 0053/2019	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Implementation of national literacy and numeracy strategy	Circular 25/2012, Circular 42/2015, Interim Review and New Targets (2017, DES)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Arrangements for the Implementation of the Framework for Junior Cycle	Circular 0059/2021	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
In-school management structures	Part V Education Act 1998, 0003/2018	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Approved allocation of teaching posts for 2020/21	Circulars 0007, 0008, 0009/2018	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Leadership and management posts	Circular 0003/2018	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Parents as partners in education	Circular M27/91	<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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	In Progress

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
Admissions Policy	Education Act 1998 Education (Admission to Schools) Act 2018 Equal Status Act 2000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attendance and participation strategy ¹	Circular M51/93 Section 22, Education (Welfare) Act 2000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Child Protection Procedures and Child Safeguarding Statement	Circular 0081/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Annual attendance report to Tusla and Parents' Association	Section 21, Education (Welfare) Act 2000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Health and Safety Statement	Health and Safety Act 2005 Section 20	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Critical Incident Management policy	Responding to Critical Incidents: Guidelines and Resource Materials, NEPS 2016	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Data protection	General Data Protection Regulations (GDPR) May 2018: see www.dataprotectionschools.ie	<input checked="" 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 0014/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Relationships and sexuality education (RSE) policy	Circulars 37/2010, 23/2010, 0027/08	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Substance use policy	Department of Education and Skills Directive; guidelines issued to schools in 2002	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Internet acceptable use policy	National Council for Technology in Education (NCTE) Guidelines, 2012 (www.webwise.ie)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Under Review</i>
For DEIS schools only: DEIS Action Plan	DEIS Plan 2017 Department of Education 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 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.

Relevant area	Relevant legislation, rule or circular	Is your school fully meeting requirements of relevant legislation, rule or circular?	If no, indicate aspects to be developed
Implementation of Child Protection Procedures 2017 Please record the information (1-4) in relation to child protection as reported to the board	Circular 0081/2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	1. Child Protection Oversight Report presented at each board meeting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	2. Number of reports submitted by the DLP to Tusla + reported to BOM	0	
	3. Number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made	0	
	4. 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Implementation of complaints procedure as appropriate Please record the information (1-3) in relation to complaints made by parents during this school year	Section 28 Education Act 1998		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	1. Number of formal parental complaints received	0	
	2. Number of formal complaints processed	0	
	3. Number of formal complaints not fully processed by the end of this school year	0	
Refusal to enrol Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year	Section 29 Education Act 1998		<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	0	
	Number of cases heard	0	
	Number of appeals upheld	0	
	Number of appeals dismissed	0	
Suspension of students Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year	Section 29 Education Act 1998		<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	0	
	Number of cases heard	0	
	Number of appeals upheld	0	
	Number of appeals dismissed	0	
Expulsion of students Please record information in relation to appeals taken in accordance with Section 29 against the school during this school year	Section 29 Education Act 1998		<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	0	
	Number of cases heard	0	
	Number of appeals upheld	0	
	Number of appeals dismissed	0	

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CHAIRPERSON 25/11/2025