

1991 No. 519

EDUCATION

**Education (School Information and Prospectuses)
Regulations (Northern Ireland) 1991**

Made 3rd December 1991

Coming into operation in accordance with Regulation 2

The Department of Education, in exercise of the powers conferred on it by Articles 31(2) and (3), 42(3), (4) and (6) and 137(5) of the Education Reform (Northern Ireland) Order 1989(a), and of every other power enabling it in that behalf, and after consulting as required by Article 31(4) of that Order, hereby makes the following Regulations:

Citation

1. These Regulations may be cited as the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1991.

Commencement and effect

2.—(1) Subject to paragraph (2) these Regulations shall come into operation on 31st December 1991, but shall not have effect so as to require the publication or otherwise making available of any information or particulars in relation to a school year beginning before 1st August 1992.

(2) Regulation 6(3), in so far as it relates to a primary school, shall come into operation on 1st August 1992.

Interpretation

3.—(1) In these Regulations—

“relevant board” means—

- (a) in the case of a controlled school, the board by which the school is managed;
- (b) in the case of a maintained school, the board by which the school is maintained; and
- (c) in the case of any other voluntary school or any grant-maintained integrated school, the board for the area in which the school is situated.

“relevant school”, in relation to a board, means—

- (a) any controlled school under its management;

(b) any maintained school maintained by it;

(c) any other voluntary school or any grant-maintained integrated school situated in its area;

“school year” means a year beginning on 1st August and ending on 31st July;

“school prospectus” means a document of the kind referred to in regulation 6(4)(a);

“special educational needs” and “special educational provision” have the same meanings as in the 1986 Order(a);

“special education unit” means a unit established to make special educational provision for pupils with special educational needs and which is approved by the Department as such.

(2) In these Regulations any reference to the date up to which parents may express a preference for a school is a reference to the date by which, in accordance with arrangements made by the relevant board in pursuance of Article 36(1) of the 1989 Order(b), a parent wishing education to be provided for his child in the exercise of the board’s functions should express such a preference.

Application

4.—(1) These Regulations apply to all grant-aided schools.

(2) In their application to a technical secondary school conducted in association with an institution of further education, these Regulations shall have effect as if—

(a) references to the Board of Governors of a school included references to the governing body of the institution;

(b) references to the principal of a school included references to the principal of the institution.

General information to be published by education and library boards

5.—(1) The information required by Article 42(4) of the 1989 Order to be published by a board, in relation to its policy and arrangements concerning primary (including nursery) and secondary education and special educational provision in its area, shall be the information set out in Schedule 1.

(2) The information mentioned in paragraph (1) in relation to each school year shall be published in advance of that year and shall, except in so far as it relates exclusively to nursery education or special educational provision, be published not later than six weeks before the date up to which parents may express a preference for a school.

(3) Subject to the following paragraphs, the information mentioned in paragraph (1) shall be published—

(a) The Education and Libraries (Northern Ireland) Order 1986 (S.I. 1986/594 (N.I. 3))

(b) The Education Reform (Northern Ireland) Order 1989 (S.I. 1989/2406 (N.I. 20))

- (a) by copies being made available for distribution without charge to parents on request;
 - (b) by copies being distributed without charge to parents of pupils at each relevant primary school who, in the year immediately before that to which the information and particulars relate, are in the final year at such schools and who might transfer to relevant secondary schools; and
 - (c) by copies being made available for reference by parents and other persons—
 - (i) at the offices of the relevant board;
 - (ii) at every relevant school; and
 - (iii) at the public libraries in the area of the board.
- (4) Paragraph (3)(b) does not apply to the particulars specified in Part II of Schedule 1 (special educational provision).
- (5) It shall be a sufficient compliance with paragraph (3)(b) if there is so published so much of the information and particulars as relates to relevant secondary schools.

Information to be published by Boards of Governors

6.—(1) The information required by Article 42(3) of the 1989 Order to be published by a Board of Governors shall be—

- (a) in the case of a school other than a nursery school, the information specified in Schedule 2;
 - (b) in the case of a nursery school, the information specified in Schedule 3.
- (2) The information mentioned in paragraph (1) in relation to each school year shall be published in advance of that year.
- (3) The information mentioned in paragraph (1), in the case of a primary or a secondary school, shall be published not later than six weeks before the date up to which parents may express a preference for a school.
- (4) In the case of any school the information mentioned in paragraph (1) shall be published—
- (a) in a document to be known as the school prospectus; and
 - (b) by copies being made available at the school for distribution on request, without charge, to parents, including parents of children who may be admitted to the school, and for reference by parents and other persons.
- (5) In the case of a special school the information mentioned in paragraph (1) shall also be published by copies being made available at the offices of the relevant board for distribution without charge to parents on request and for reference by parents and other persons.
- (6) Where any information is to be published by a board under arrangements made under Article 42(5) of the 1989 Order, it shall be supplied to it by the Board of Governors and may not be altered except with the agreement of the Board of Governors.

(7) The information mentioned in paragraph (6) may be published and made available along with such other information as a board may be publishing or making available.

Supplementary provisions

7.—(1) This regulation applies to any published document containing such information or particulars as are mentioned in regulations 5 or 6.

(2) Such a document shall state the school year to which the information or particulars it contains relate and contain a warning that, though they were correct in relation to that year at a date specified in the document (not being earlier than 6 months before that of its publication), it should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised—

- (a) before the start of, or during, the school year in question; or
- (b) in relation to subsequent school years.

(3) Where by virtue of any provision made in these Regulations any duty is placed on a Board of Governors to publish or make available any information, and that information is not within its knowledge but is within the knowledge of the principal of that school, he shall supply it to the Board of Governors.

Charging and remissions policies

8.—(1) Every board shall make available information consisting of particulars of the charging and remissions policies determined by it under Article 131 of the 1989 Order.

(2) Copies of the information mentioned in paragraph (1) shall be made available for distribution without charge to parents on request, and for reference by parents and other persons—

- (a) at the offices of the relevant board;
- (b) at every relevant school; and
- (c) at the public libraries in the area of the board.

9.—(1) A Board of Governors shall make available information consisting of—

- (a) the times at which the school day begins and ends;
- (b) details of the time set aside for teaching during each school day;
- (c) the dates of the school terms and half-term holidays for the current school year; and
- (d) particulars of the charging and remission policies determined by the Board of Governors under Article 131 of the 1989 Order.

(2) Copies of the information mentioned in paragraph (1) shall be provided at the school for inspection by parents and other persons at all reasonable times on a school day and for distribution without charge to parents on request.

(3) Where any significant change is made to the information mentioned in paragraph (1), the Board of Governors shall, not less than three months before the change is to take effect, take such steps as are reasonably practicable to secure that the parents of all pupils at the school are informed of the change and of when it is to take effect.

Information to be given in the annual report of the Board of Governors to parents and the supply of that report

10.—(1) The Board of Governors of every grant-aided school shall include in the annual report required to be prepared under Article 125 of the 1989 Order information consisting of:

- (a) particulars of the dates of the beginning and end of each term and of half-term holidays for the school year next following the year to which the annual report relates; and
 - (b) in respect of any school year following the first year in which the school prospectus was published, a summary of any changes to information contained in the school prospectus since it was last published.
- (2) The Board of Governors shall furnish a copy of the annual report—
- (a) in the case of a controlled school or a maintained school, to the relevant board; and
 - (b) in the case of a Catholic maintained school, to the Council for Catholic Maintained Schools; and
 - (c) in the case of any other voluntary school or a grant-maintained integrated school, to the Department.

Public access to documents and information

11.—(1) The Board of Governors of every grant-aided school shall, where they have made any written statement under Article 10(1) of the 1989 Order (policy in relation to the curriculum for the school), furnish a copy of it to the principal and to each member of the teaching staff at the school.

(2) The principal of every grant-aided school shall make available on request, at all reasonable times, the information referred to in paragraph (3).

(3) The information referred to in paragraph (2) is information relating to—

- (a) any written statement furnished to the principal under paragraph (1);
- (b) any statutory instruments or statutory documents or Departmental circulars or administrative memoranda sent by the Department to the principal or to the Board of Governors relating to the powers and duties imposed by or under Part III of the 1989 Order (The Curriculum);
- (c) any published reports of inspectors of the Department referring expressly to the school;
- (d) any syllabuses followed by pupils at the school, whether for qualifications approved by the Department under Article 9 of the 1989 Order or otherwise; and

(e) particulars of the manner in which complaints are to be made under arrangements pursuant to Article 33 of the 1989 Order (complaints in connection with the curriculum).

(4) The requirement in paragraph (2) may be fulfilled by making available for inspection copies of any documents referred to in paragraph (3), or of any documents containing the information referred to therein.

(5) The principal of any grant-aided school shall, on request, supply a copy of any written statement of the Board of Governors referred to in paragraph (1) or of the annual report of the Board of Governors under Article 125 of the 1989 Order and may supply a copy of any document (except those which are copyright other than a document mentioned in paragraph (3)(c)) made available pursuant to paragraph (4).

(6) The principal may make a charge (not exceeding the cost of production) in respect of any copies supplied under paragraph (5).

Sealed with the Official Seal of the Department of Education on 3rd December 1991.

(L.S.)

S. Peover

Assistant Secretary

General information to be published by a board

PART I

MISCELLANEOUS MATTERS

1. The addresses and telephone numbers of the offices of the board to which inquiries in respect of primary (including nursery), secondary and special education in their area should be addressed.

2. The arrangements for parents to obtain the information set out in Schedule 2 and Schedule 3 in the case of individual schools.

3. As respects each relevant school—

- (a) the name, address and telephone number of the school;
- (b) the expected number of pupils at the school and their age range.

4. The classification of each such school as—

- (a) a controlled, Catholic maintained, other maintained, voluntary, controlled integrated or grant-maintained integrated school;
- (b) a nursery, primary, secondary (other than grammar), grammar or special school;
- (c) a co-educational or single-sex school;
- (d) a day or boarding school or a school taking both day and boarding pupils;
- (e) a school with a special education unit;

so, however, that for the purposes of sub-paragraph (b) other terminology may be used.

5. The board's arrangements for transfer between relevant schools other than special schools, at normal admission age and otherwise, including, in particular—

- (a) the respective functions of the board and Boards of Governors of schools as respects admission on transfer, and
- (b) the policy followed in deciding admissions and transfers.

6. As respects each relevant primary or secondary (including grammar) school—

- (a) the school's enrolment number;
- (b) the school's admissions number for the school year to which the information refers;
- (c) the respective functions of the Board of Governors and principal in relation to admissions to the school; and
- (d) the criteria for admission to the school drawn up under Article 38 of the 1989 Order.

7. The board's general arrangements in respect of transport to and from schools, including, in particular—

- (a) the provision of free transport;
- (b) the carriage on a concessionary basis on board-operated school buses of pupils who are not eligible for the provision of free transport;

- (c) the payment in whole or in part of reasonable travelling expenses; and
- (d) the provision made for pupils enrolled in special schools and special education units.

8. The board's general arrangements in respect of schools other than voluntary grammar schools or grant-maintained integrated schools for the provision of milk, meals and other refreshment and facilities for the consumption of food brought to school by pupils including, in particular, the remission of charges.

9. The board's general arrangements under its scheme for the provision of school clothing (including uniform) and, in particular, the address from which parents may obtain detailed information about the assistance which is available and eligibility under the scheme.

10. The board's general arrangements and policies, in the case of pupils attending grant-aided schools, in respect of—

- (a) the making of grants to defray expenses (other than those mentioned in paragraphs 7 and 9), and
- (b) the granting of allowances in the case of pupils over compulsory school age, and, in particular, the address from which parents may obtain detailed information about the assistance which is available and eligibility for such assistance.

11. The board's general arrangements and policies as respects the making of special educational provision for pupils with special educational needs including, in particular, the arrangements for parents to obtain information about the matters mentioned in Part II of this Schedule.

12. The arrangements for parents and other persons to obtain copies of and to refer to particulars of the charging and remissions policies determined by the board under Article 131 of the 1989 Order.

13. Changes in respect of any matter mentioned in this Part which it has been determined will be made after the start of the school year to which the information relates.

PART II

SPECIAL EDUCATIONAL PROVISION

14. The board's detailed arrangements and policies as respects—

- (a) the identification and assessment of children with special educational needs and the involvement of parents in that process;
- (b) the provision made in relevant schools (including special schools) for pupils with special educational needs and the use made by the board of special schools in other board areas or elsewhere;
- (c) special educational provision, including home tuition, provided otherwise than at school.

15. The arrangements for parents who consider that their child may have special educational needs to obtain advice and further information.

16. The arrangements for parents to obtain the information particularised in Schedule 2 in the case of the special schools used by the board, whether in its area or in other board areas.

17. Changes in respect of any matter mentioned in this Part which it has been determined will be made after the start of the school year to which the information relates.

Information relating to individual schools (other than nursery schools) to be published by the Board of Governors of the school or by the relevant board on their behalf

1. The name, address and telephone number of the school and the names of the principal and of the chairman of the Board of Governors.

2. The expected number of pupils at the school and their age range.

3. The classification of the school as—

(a) a controlled, Catholic maintained, other maintained, voluntary, controlled integrated or grant-maintained integrated school;

(b) a primary, secondary (other than grammar), grammar or special school;.

(c) a co-educational or single-sex school;

(d) a day or boarding school or a school taking both day and boarding pupils;

(e) a school with a special education unit;

so, however, that for the purposes of sub-paragraph (b) other terminology may be used.

4. The arrangements for parents to obtain a copy of the information required to be published by the relevant board as set out in Schedule 1.

5. Where there are specific arrangements for parents considering sending their child to the school to visit it, particulars of those arrangements.

6. Particulars relating to the school curriculum including, in particular—

(a) a summary of the written statement of the Board of Governors under Article 10(1) of the 1989 Order (policy in relation to the curriculum for the school) which shall include, in respect of each year group, particulars of the content of the school curriculum and how it is organised, indicating in particular how the areas of study, compulsory subjects, religious education and educational themes are organised, what other subjects and educational themes are included in the curriculum for all pupils, and, where appropriate, what optional subjects are available and how choices among them are constrained;

(b) where appropriate, a list of the external qualifications for which courses of study are provided for pupils of compulsory school age at the school and which are for the time being approved by the Department under Article 9 of the 1989 Order;

(c) where appropriate, the titles of the syllabuses associated with the qualification referred to in sub-paragraph (b), or where criteria for determining a syllabus have been so approved, a statement to that effect;

(d) where appropriate, a list of the external qualifications, and the names of the syllabuses associated with them, which are offered to pupils over compulsory school age and, where these are subject to the approval of the Department by virtue of a direction under Article 34 of the 1989 Order and have been so approved, a statement to that effect;

(e) where appropriate, and without prejudice to sub-paragraph (a), particulars of the careers guidance provided and any arrangements for work experience for pupils;

- (f) particulars of the manner in which complaints are to be made under arrangements pursuant to Article 33 of the 1989 Order (complaints in connection with the curriculum); and
- (g) the arrangements for the inspection and (where applicable) the obtaining of copies of any documents which are for the time being required to be made available under regulation 11.

7. Particulars relating to school hours and holidays, including, in particular—

- (a) the times at which the school day begins and ends;
- (b) details of the time set aside for teaching during each school day;
- (c) the dates of the school terms and half-term holidays;

for the school year to which the information relates.

8. Without prejudice to paragraph 6, particulars of the religious education provided at the school and of any arrangements as respects the exercise by the parents of a pupil of their rights under Article 21(5) of the 1986 Order or under regulation 22(3) of the Handicapped Pupils and Special Schools Regulations (Northern Ireland) 1973(a) in relation to the pupil's attendance at collective worship or religious education.

9. Without prejudice to paragraph 6, particulars of special curricular and other arrangements made for particular classes or descriptions of pupil including pupils with special educational needs.

10. Particulars of the organisation of education at the school, in particular in respect of the teaching of children of different ages and abilities together or in separate groups (either generally or in particular subjects) and requirements as respects homework.

11. Particulars of arrangements for pastoral care.

12. General arrangements as to school discipline including, in particular, the arrangements for bringing school rules to the attention of pupils and parents.

13. The main societies and activities open to, and the facilities available to, pupils at the school otherwise than as part of the education provided by it.

14. In the case of a voluntary grammar school or a grant-maintained integrated school, the general arrangements made for the provision of milk, meals and other refreshment and facilities for the consumption of food brought to school by the pupil including, in particular, the remission of charges.

15. The policy or rules of the school as respects the way in which pupils are to be dressed including, in particular, any recommendations or rules relating to the wearing of school uniform.

16. A summary of the charging and remissions policies determined by the Board of Governors of the school under Article 131 of the 1989 Order.

17. Changes in respect of any matter mentioned in the preceding paragraphs which it has been determined will be made after the start of the school year to which the particulars relate.

Information relating to individual nursery schools to be published by the Board of Governors of the school or by the relevant board on their behalf

1. The name, address and telephone number of the school and the names of the principal and of the chairman of the Board of Governors.
2. The expected number of pupils at the school and their age range.
3. The classification of the school as a controlled, Catholic maintained or other maintained school.
4. The arrangements for the admission of pupils to the school, and the criteria to be applied by the Board of Governors in selecting pupils for admission.
5. Where there are specific arrangements for parents considering sending their child to the school to visit it, particulars of those arrangements.
6. Particulars relating to the school hours and holidays including, in particular—
 - (a) the times at which the school day begins and ends;
 - (b) details of the time set aside for teaching during each school day;
 - (c) the dates of the school terms and half-term holidays;for the school year to which the information relates.
7. A summary of the content of the school curriculum and how it is organised.
8. Without prejudice to paragraph 7, particulars of special curricular and other arrangements made for particular classes or descriptions of pupil including pupils with special educational needs.
9. Particulars of arrangements for pastoral care.
10. General arrangements as to school discipline including, in particular, the arrangements for bringing school rules to the attention of pupils and parents.
11. The policy or rules of the school, if any, as respects the way in which pupils are to be dressed.
12. A summary of the charging and remissions policies determined by the Board of Governors of the school under Article 131 of the 1989 Order.
13. Changes in respect of any matter mentioned in the preceding paragraphs which it has been determined will be made after the start of the school year to which the particulars relate.

(This note is not part of the Regulations.)

These Regulations relate to the publication and provision of general information by education and library boards and individual school prospectuses. They will apply to all grant-aided schools, and will come into operation in accordance with regulation 2 but it will not be necessary to publish any such information about any year before the school year beginning in August 1992.

Regulation 5 imposes on education and library boards obligations to publish general information about administrative policies and arrangements for education in their area as set out in Schedule 1.

Regulation 6 requires Boards of Governors, or the relevant education and library board on their behalf, to publish school prospectuses for all grant-aided schools which should contain information as specified in Schedules 2 and 3.

The Regulations also require that:

- (a) copies of the information to be published by boards should be sent to parents of prospective secondary school pupils;
- (b) other parents should be able to obtain copies of both the information to be published by boards and of schools' prospectuses on request;
- (c) reference copies of general information should be kept at board offices and at each school and public library in the board area (regulation 5(3));
- (d) reference copies of individual school prospectuses should be available at the school concerned (regulation 6(4)); and
- (e) copies of prospectuses for special schools should in addition be available at the relevant board for circulation to parents and for reference purposes (regulation 6(5)).

Regulation 7 contains supplementary provisions in relation to this published material. In particular the prospectus must show the school year to which it relates. It must also make clear that although the information was correct at the date specified, there may be some later changes (regulation 7(2)).

Boards are required to make available information on their charging and remissions policies under Article 131 of the 1989 Order (regulation 8(1) and (2)).

Information about the individual school's charging and remissions policies and the operative times of a school day should be available at each school for reference purposes and for distribution on request (regulation 9(1) and (2)).

Boards of Governors are required to take all reasonable steps to ensure that information about any significant change to their charging and remissions policy and the operative times of a school day is brought to the attention of parents not later than three months before the change is to take effect (regulation 9(3)).

Regulation 10 requires Boards of Governors to include in their annual report particulars of the dates of terms and of half-term holidays, and a summary of any changes to information contained in the school prospectus since it was last published.

Copies of the annual report are to be supplied to the relevant board in the case of a controlled or maintained school, to the Council for Catholic Maintained Schools in the case of a Catholic maintained school, and, in the case of any other voluntary or any grant-maintained integrated school, to the Department (regulation 10(2)).

The Regulations also require schools to hold available for inspection and copying on request certain administrative information on curricular matters (regulation 11). The principal may make a charge, not exceeding the cost of production, for the supply of copies of this information (regulation 11(6)).