

## 1993 No. 370

## EDUCATION

**Education (School Information and Prospectuses)  
Regulations (Northern Ireland) 1993**

*Made* . . . . . 26th August 1993

*Coming into operation* . . . . . 20th September 1993

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, commencement and effect*

1.—(1) These Regulations may be cited as the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1993 and shall come into operation on 20th September 1993.

(2) Subject to regulation 2 these Regulations shall have effect in relation to the publication or otherwise making available of information, particulars or documents in the 1993/94 school year and in each subsequent school year.

*Revocation and saving*

2.—(1) Subject to paragraph (2) the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1991(b) and the Education (School Information and Prospectuses) (Amendment) Regulations (Northern Ireland) 1992(c) are hereby revoked.

(2) Where information, particulars or documents which are required to be published in the school year 1993/94 have been published or otherwise made available before 20th September 1993 the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1991 shall continue to have effect in relation thereto as if these Regulations had not been made.

*Interpretation*

3.—(1) In these Regulations—

“GCE A Level” means the General Certificate of Education Advanced Level;

“GCE AS Level” means the General Certificate of Education Advanced Supplementary examination;

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(a) S.I. 1989/2406 (N.I. 20)

(b) S.R. 1991 No. 519

(c) S.R. 1992 No. 450

“GCSE” means the General Certificate of Secondary Education;

“GNVQ” means a General National Vocational Qualification;

“nursery unit” means a unit approved by the Department for the purpose of providing education for children who have attained the age of two years but who have not attained the lower limit of compulsory school age;

“other qualification” means a qualification other than GCSE or GNVQ at Intermediate or Advanced level, provided by an examining body listed in Schedule 4;

“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 prospectus” shall be construed in accordance with regulation 6(4)(a);

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

“special education unit” means a unit approved by the Department for the purpose of making educational provision for pupils with special educational needs;

“the 1989 Order” means the Education Reform (Northern Ireland) Order 1989;

“year 11”, in relation to any pupil, means the first school year of key stage 4;

“year 12”, in relation to any pupil, means the final school year of key stage 4;

“year 13”, in relation to any pupil, means the school year beginning on 1st August after year 12;

“year 14”, in relation to any pupil, means the school year beginning on 1st August after year 13.

(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, a parent wishing education to be provided for his child in the exercise of the board’s functions should express such a preference.

(3) In these Regulations any reference to GNVQ at Intermediate level shall be construed so as to include a reference to the Business and Technology Education Council First Diploma or the City and Guilds of London Institute Diploma of Vocational Education and any reference to GNVQ at Advanced level shall be construed so as to include a reference to the Business and Technology Education Council National Diploma or the City and Guilds of London Institute National Diploma.

(4) In these Regulations the requirement to express information as a percentage shall be construed so that, where that number is not a whole number, it shall be rounded to the nearest whole number with those of half a percentage point or more being rounded upwards to the next whole number.

#### *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 paragraphs 4 and 5 the information mentioned in paragraph (1) shall be published—

- (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 school year immediately before that to which the information and particulars relate, are in the final school year at such schools and who might transfer to relevant secondary schools; and
- (c) by copies being made available for reference by any person—
  - (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 any person.

(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 any person.

(6) Where any information is to be published by a board with the agreement of the Board of Governors pursuant to Article 42(5) of the 1989 Order, that information 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 by a board along with such other information as it sees fit.

*Supplementary provisions*

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

(2) Such a document shall state the school year to which the information or particulars it contains relates and, in relation to information or particulars relating to a school year subsequent to the school year in which the document is published, 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 such information or particulars—

(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 of 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.

*Information on charging and remissions policies, fees, etc.*

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 any person—

- (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;
- (d) particulars of the charging and remission policies determined by the Board of Governors under Article 131 of the 1989 Order;
- (e) in the case of a voluntary grammar school, particulars of any capital charge made by the Board of Governors in the current school year; and
- (f) in the case of a voluntary grammar school constituted under Schedule 7 to the Education and Libraries (Northern Ireland) Order 1986(a), particulars of any tuition fee charged by the Board of Governors in the current school year.

(2) Copies of the information mentioned in paragraph (1) shall be provided at the school for reference by any person 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 concerned 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

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(a) S.I. 1986/594 (N.I. 3)

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;
  - (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;
  - (c) in the case of a secondary school, a list, in alphabetical order, of the subjects followed by pupils at the school in the school year to which the annual report relates, for examination at—
    - (i) GCE A Level;
    - (ii) GCE AS Level;
    - (iii) GCSE;
    - (iv) the subsidiary and higher levels of the International Baccalaureate;
  - (d) in the case of a secondary school a list, in alphabetical order, of the—
    - (i) vocational areas leading to GNVQ at Intermediate and Advanced levels;
    - (ii) courses leading to other qualifications;followed by pupils at the school in the school year to which the annual report relates;
  - (e) in the case of a secondary school, the information specified in paragraph 13 of Schedule 2, with the substitution of the words “in the school year to which the annual report relates” for the words “in the school year before the school year in which the prospectus is published”, wherever they occur;
  - (f) in the case of a secondary school, the information specified in paragraph 14 of Schedule 2, with the substitution of the words “in the school year to which the annual report relates” for the words “in the school year before the school year in which the prospectus is published”;
  - (g) the total number of days attended by pupils at the school in the school year to which the annual report relates, expressed as a percentage of the total possible number of days of attendance by those pupils in that school year.
- (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 thereof 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 to any person, 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 instrument or statutory document or administrative memorandum or circular 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 report of inspectors of the Department referring expressly to the school;
- (d) any syllabus 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 copy supplied under paragraph (5), other than a copy of the annual report of the Board of Governors supplied under Article 125(4)(a) of the 1989 Order.

*Savings*

**12.** Nothing in regulation 6 or 10 shall require or authorise the Board of Governors of a school to include examination results in its prospectus or annual report, or otherwise to publish examination results, in such a manner as to reveal, or enable to be deduced, the examination results of any individual pupil.

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*Education*

*No. 370*

Sealed with the Official Seal of the Department of Education on 26th  
August 1993.

(L.S.)

*C. Jendoubi*

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 the area of that board 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;
- (f) a school with a nursery 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 upon admissions to and transfers between relevant schools.

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 relates;
- (c) the respective functions of the Board of Governors and principal in relation to admissions to the school;
- (d) the criteria to be applied in selecting pupils for admission to the school drawn up under Article 38 of the 1989 Order;
- (e) in the case of a voluntary grammar school, particulars of any capital charge to be made by the Board of Governors in the school year to which the information relates; and

- (f) in the case of a voluntary grammar school constituted under Schedule 7 to the Education and Libraries (Northern Ireland) Order 1986, particulars of any tuition fee to be charged by the Board of Governors in the school year to which the information relates.
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.
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 specified 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;
  - (f) a school with a nursery 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) in the case of a school with a nursery unit, a summary of the content of the curriculum in the nursery unit and how it is organised;
  - (c) 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;
  - (d) where appropriate, the titles of the syllabuses associated with the qualifications referred to in sub-paragraph (c) or, where criteria for determining a syllabus have been so approved, a statement to that effect;
  - (e) 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;

- (f) where appropriate, and without prejudice to sub-paragraph (a), particulars of the careers guidance provided and any arrangements for work experience for pupils;
- (g) 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
- (h) 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 the 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. In the case of a secondary school, a list, in alphabetical order, of the subjects followed by pupils at the school in the school year before the school year in which the prospectus is published for examination at—

- (i) GCE A Level;
- (ii) GCE AS Level;
- (iii) GCSE;
- (iv) the subsidiary and higher levels of the International Baccalaureate.

12. In the case of a secondary school a list, in alphabetical order, of the—

- (i) vocational areas leading to GNVQ at Intermediate and Advanced levels;
- (ii) courses leading to other qualifications;

followed by pupils at the school in the school year before the school year in which the prospectus is published.

13. In the case of a secondary school, the information in sub-paragraphs (1) to (5)—

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(a) S.R. 1973 No. 390

- (1) the number of pupils enrolled in year 12 and the aggregate number of pupils enrolled in years 13 and 14 on 31st October of the school year before the school year in which the prospectus is published;
- (2) the number of pupils enrolled in year 12 and the aggregate number of pupils enrolled in years 13 and 14 on 31st October of the school year before the school year in which the prospectus is published in respect of whom an education and library board is maintaining a statement of special educational needs;
- (3) particulars about the performance in public examinations of pupils enrolled in year 12 on 31st October of the school year before the school year in which the prospectus is published, as follows—
  - (a) the proportion of such pupils entered for GCSE examinations in 5 or more subjects expressed as a percentage of the total number of such pupils;
  - (b) the proportion of such pupils entered for GCSE examinations in not less than 1 and not more than 4 subjects expressed as a percentage of the total number of such pupils;
  - (c) the proportion of such pupils, expressed as a percentage of the total number of such pupils, achieving—
    - (i) Grades A to C in 5 or more GCSE examinations;
    - (ii) Grades A to C in not more than 4 GCSE examinations;
    - (iii) Grades A to G in 5 or more GCSE examinations;
    - (iv) Grades A to G in not more than 4 GCSE examinations;
  - (d) the proportion of such pupils entered for GCSE examinations who achieved no Grades A to G expressed as a percentage of the total number of such pupils;
  - (e) a list, in alphabetical order, of the subjects in which pupils were entered for GCSE examinations and the number entered for each subject;
  - (f) for each subject listed in accordance with sub-paragraph (e), the proportion of pupils entered who achieved each grade A to G or who were ungraded, expressed as a percentage of the number of pupils entered in that subject;
  - (g) the proportion of such pupils entered for one or more other qualifications, expressed as a percentage of the total number of such pupils and the proportion achieving one or more such qualifications;
  - (h) a list, in alphabetical order, of the other qualifications for which pupils were entered;
  - (i) for each other qualification for which pupils were entered, the number of pupils who were entered and the proportion of pupils entered who achieved that qualification, expressed as a percentage of the total number of pupils entered for that qualification;
  - (j) the proportion of such pupils achieving neither a grade A to G in GCSE nor an other qualification, expressed as a percentage of the total number of such pupils; and
- (4) particulars about the performance in GCE AS Level, GCE A Level and other public examinations of pupils enrolled in years 13 and 14 on 31st October of the school year before the school year in which the prospectus is published, as follows—
  - (a) the number of such pupils in the final year of a GCE AS Level course and the proportion of that number achieving one or more grades A to E at

GCE AS Level, expressed as a percentage of the total number of pupils in the final year of a GCE AS Level course;

- (b) the number of such pupils in the final year of a GCE A Level course and the proportion of that number, expressed as a percentage of the total number of pupils in the final year of a GCE A Level course, who achieved—
- (i) Grades A to C in 3 or more subjects;
  - (ii) Grades A to E in 2 or more subjects;
  - (iii) Grades A to E in 1 subject or more;
- (c) a list, in alphabetical order, of the subjects in which pupils were entered for GCE AS Level examinations and the number entered for each subject;
- (d) for each subject listed in accordance with sub-paragraph (c), the proportion of pupils entered who achieved each grade A to E or who were ungraded, expressed as a percentage of the total number of pupils entered for the subject;
- (e) a list, in alphabetical order, of the subjects in which pupils were entered for GCE A Level examinations and the number entered for each subject;
- (f) for each subject listed in accordance with sub-paragraph (e), the proportion of pupils entered who achieved each grade A to E or who were ungraded, expressed as a percentage of the total number of pupils entered for the subject;
- (g) in respect of each of the following qualifications:
- (i) GNVQ at Intermediate and Advanced level respectively;
  - (ii) the International Baccalaureate at the subsidiary and higher level respectively;
- the number of pupils in the final year of a course leading to that qualification and the proportion who achieved the full qualification, expressed as a percentage of the total number of pupils in the final year of the course;
- (h) in respect of GCSE and other qualifications:
- (i) the aggregate number of pupils in the final year of any such course and the proportion of such pupils who achieved one or more such qualifications, expressed as a percentage of the total number of pupils in the final year of such courses;
  - (ii) in respect of each such course, the total number of pupils in the final year and the proportion of such pupils who achieved that qualification, expressed as a percentage of the total number of pupils in the final year of the course.
- (5) For the purposes of sub-paragraph (3) references to performance in public examinations of pupils enrolled in year 12 on 31st October of the school year before the school year in which the prospectus is published shall include performance in public examinations taken by those pupils when they were enrolled in year 11 save that where a pupil takes the same subject in the same examination in two consecutive school years only the result from the school year in which the highest level or grade was obtained shall be included.

14. In the case of a secondary school, the information in sub-paragraphs (1) and (2)—

- (1) the total number of pupils enrolled in years 12, 13 and 14 on 31st October in

the school year before the school year in which the prospectus is published and who left the school in the course of that school year;

- (2) the proportion of such pupils who—
- (a) transferred to another school;
  - (b) entered the Youth Training Programme;
  - (c) entered Further Education;
  - (d) entered Higher Education;
  - (e) took up full-time employment;
  - (f) were not covered by heads (a) to (e);

expressed in each case as a percentage of the total number of pupils who left the school in accordance with sub-paragraph (1).

15. The total number of days attended by pupils at the school in the school year before the school year in which the prospectus is published, expressed as a percentage of the total possible number of days of attendance by those pupils in that year.

16. Particulars of arrangements for pastoral care.

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

18. 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.

19. 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.

20. The policy or rules of the school, if any, 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.

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

22. In the case of a voluntary grammar school, particulars of any capital charge to be made by the Board of Governors in the school year to which the information relates.

23. In the case of a voluntary grammar school constituted under Schedule 7 to the Education and Libraries (Northern Ireland) Order 1986, particulars of any tuition fee to be charged by the Board of Governors in the school year to which the information relates.

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



**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 this Schedule which it has been determined will be made after the start of the school year to which the information relates.

**List of Examining Bodies**

Associated Board of the Royal Schools of Music  
Associated Examining Board  
British Association for the Advancement of Science  
Business and Technology Education Council  
City and Guilds of London Institute  
Diocese of Down and Connor  
English Speaking Board  
Guildhall School of Music and Drama  
Institute of Carpenters  
Institution of Environmental Health Officers  
Institute of Linguists  
London Chamber of Commerce and Industry Examinations Board  
London College of Music  
Midland Examining Group  
National Association for Maternal and Child Welfare  
Northern Examinations and Assessment Board  
Northern Ireland Schools Examinations and Assessment Council  
Oxford and Cambridge Schools Examinations Board  
Pitman Examinations Institute  
Royal Society of Arts Examinations Board  
South-Eastern Education and Library Board  
Southern Examining Group  
St. Ivel (National Association of Teachers of Home Economics and Technology)  
Teeline Education Limited  
Trinity College, London  
University of Cambridge Local Examinations Syndicate  
University of London Examinations and Assessment Council  
University of Oxford Delegacy of Local Examinations  
Welsh Joint Education Committee

## EXPLANATORY NOTE

*(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 the publication of individual school prospectuses; they prescribe certain information to be included in Boards of Governors' annual reports. They will apply to all grant-aided schools, and will come into operation on 20th September 1993. They have effect in respect of information to be published in the 1993/94 school year and each subsequent one.

The Regulations revoke and replace the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1991 and the Education (School Information and Prospectuses) (Amendment) Regulations (Northern Ireland) 1992. Regulation 2(2) contains saving provisions.

Regulation 5 imposes on an education and library board obligations to publish general information about administrative policies and arrangements for primary (including nursery), secondary and special education in its area as set out in Schedule 1. This information shall include, in relation to certain grammar schools, details of any capital or tuition fee chargeable.

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 information to be published includes information about the school, its curriculum, school hours and holidays, the subjects followed by pupils at the school leading to examinations at GCSE, GCE AS and A Level and for the International Baccalaureate, the vocational areas leading to GNVQs at Intermediate and Advanced levels and courses leading to other qualifications provided by the examining bodies specified in Schedule 4, the proportions of pupils entered for and achieving success in those examinations and in individual subjects at GCSE, GCE AS and A Level, information in relation to school leavers and the overall percentage attendance rate.

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 the information to be published by boards and of schools' prospectuses on request;
- (c) copies of the information should be available for reference at board offices and at each school and public library in the board area (regulation 5(3));
- (d) copies of individual school prospectuses should be available for reference 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 distribution to parents and for reference by any person (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 its information 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)). In the case of certain grammar schools, this information should include details of any capital or tuition fee chargeable.

Boards of Governors are required to take all reasonable steps to ensure that information about any significant change to their charging and remissions policies, fees chargeable and the operative times of a school day is brought to the attention of parents of pupils at the school concerned 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. In the case of secondary schools, it also requires them to include information about the public examinations taken by pupils at the school, public examination results, school leavers and the annual attendance rate. This information is the same as that required to be included in school prospectuses (see regulation 10(1)(c)-(g) and Schedule 2 paragraphs 13 and 14).

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 make available for inspection and copying on request certain administrative information on curricular matters (regulation 11). In relation to copies of certain documents the principal of a school may make a charge, not exceeding the cost of production, for their supply (regulation 11(6)).

Regulation 12 provides that a Board of Governors may not publish examination results in such a way as to enable the results of an individual pupil to be revealed or deduced.