

Subject:**EDUCATION (SCHOOL INFORMATION AND PROSPECTUSES)
REGULATIONS (NORTHERN IRELAND) 2003****Circular Number:****2003/15****Date of Issue:**5th September 2003**Audience:**

- Principals and Boards of Governors of all Grant-Aided Schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Council for the Curriculum, Examinations and Assessment

Summary of Contents:

This Circular contains advice about the requirements of the Education (School Information and Prospectuses) Regulations (Northern Ireland) 2003, copies of which can be obtained from The Stationery Office, 16 Arthur Street, Belfast, BT1 4GD, price £3.00, or on the Department's website <http://www.deni.gov.uk>.

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Governor Awareness:

Essential

Status of Contents:

Advice

Information for schools

Related Documents:

None

Superseded Documents:

SR1993 No.370, SR1994
No.315, SR1994 No.361,
SR1996 No.359, SR1997
No.341, SR1998 No. 451
Circulars 1996/30 and 1998/27

Expiry Date:

Not applicable

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EDUCATION (SCHOOL INFORMATION AND PROSPECTUSES) REGULATIONS (NORTHERN IRELAND) 2003

1. This Circular describes the provisions of new Regulations which will replace the Education (School Information and Prospectuses) Regulations (Northern Ireland) 1993 (“the 1993 Regulations”) and its subsequent amending Regulations.
2. Described below is the range of information which must be included in a school’s prospectus and the Annual Report of the Board of Governors:
 - **PART 1** describes the revised provisions relating to examination performance which post-primary schools are required to publish;
 - **PART 2** summarises the other changes for all schools;
 - **APPENDIX 1** sets out the full information to be included in the prospectuses and Governors’ Annual Reports of **nursery schools** under these Regulations;
 - **APPENDIX 2** sets out the full information to be included in the prospectuses and Governors’ Annual Reports of **primary schools** under these Regulations; and
 - **APPENDIX 3** sets out the full information to be included in the prospectuses and Governors’ Annual Reports of **secondary and grammar** schools under these Regulations.
 - **Special schools** with pupils of primary school age (4-11) should relate to Appendix 2, while those with pupils of secondary school age (11-16) should relate to Appendix 3.

A copy of the Regulations, together with a copy of this Circular, has been sent to every school for inclusion in its compendium.

3. This Circular does not provide an authoritative legal interpretation of the Regulations; that is exclusively a matter for the courts. Where schools are in any doubt about the requirements, they are advised to refer directly to the Regulations. **All schools and Boards are recommended to read the Regulations in full.**

Background

4. In order to consolidate the amendments to the 1993 Regulations, and to provide an opportunity to review the existing information requirements with a view to reducing the bureaucratic burden on schools, an extensive consultation exercise was carried out on the range of information which was already published in school prospectuses and Governors’ Annual Reports. However, many of the proposals received a high level of support to be retained or included as an information requirement. The changes contained in this Circular reflect both the results of the consultation and comments from the Northern Ireland Assembly Education Committee.

5. One of the changes to these Regulations as they apply to secondary schools relates to trends in examination performance information, following the decision that the Department would no longer publish School Performance Tables, and that relevant information would be provided to parents in school prospectuses in order to inform their decisions in selecting schools for their children. The requirements on examination performance for secondary schools are set out in Part 1 of the Circular.

Application of the Regulations

6. These revised Regulations will come into effect on 15th September 2003. They will apply to information to be included in **prospectuses published in the 2003/04 school year, and in Annual Reports relating to the 2002/03 school year** (ie Annual Reports published in the 2003/04 school year), and information to be published in each school year thereafter.

7. These Regulations set out the **minimum** requirements for prospectuses and Annual Reports. **Schools remain free to include additional explanatory, contextual or descriptive information about their provision or performance as they wish** eg schools may wish to include a paragraph discouraging parents from arranging holidays during term time, or provide additional explanatory information in relation to attendance figures.

8. If prospectuses or Annual Reports have been prepared before 15th September 2003, they will have effect under the Regulations which applied up to that date. Any prospectuses or Annual Reports prepared after that date in the 2003/04 or subsequent school years will be subject to these new Regulations.

Timing of publication and distribution

9. The Regulations provide that prospectuses must be published not later than 6 weeks before the date by which parents must express a preference for a school. Prospectuses must be provided free of charge to parents, and held for reference by anyone else. Special school prospectuses must also be available from the relevant board.

10. Boards of Governors are required under primary legislation to give parents of every registered pupil, and every employee at the school, a free copy of their Annual Report. The Regulations also require them to provide a copy to their Education and Library Board (in the case of controlled or maintained schools), to CCMS (in the case of Catholic maintained schools) and to the Department (in the case of any other voluntary or grant-maintained integrated school). In this last case, copies should be sent to Schools Administration Branch in the Department.



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PART 1

INFORMATION ABOUT PERFORMANCE IN PUBLIC EXAMINATIONS

1. Under these Regulations, post-primary schools are now required to provide information about examination performance for the year immediately preceding the publication of the prospectus and trend data for the 3 years prior to that.
2. The Department will supply verified trend data for the 3 relevant years to schools on an annual basis, commencing mid-September for information required to be published in this current year, and thereafter, in March/April of the school year following the examinations, starting in spring 2004 in respect of examinations taken in the 2002/03 school year.
3. The information about examination performance which post-primary schools will be required to publish in their prospectus and Governors' Annual Reports is:

For the year immediately preceding publication, detailed information (see paragraph 13 of Appendix 3) about examination entry and the proportion of pupils gaining each grade in GCSE, GNVQ, AS, A and AVCE level (from their own (unverified) sources – this information is not available from the Department); and

For the 3 years prior to that, the school's percentage results in specific indicators, which are:

non-grammar schools:

The percentage of pupils achieving 5+ GCSEs at A* - C (or equivalent);
The percentage of pupils achieving 2+ A levels at A - E (or equivalent).

grammar schools:

The percentage of pupils achieving 7+ GCSEs at A* - C (or equivalent);
The percentage of pupils achieving 5+ GCSEs at A* - C (or equivalent);
The percentage of pupils achieving 3+ A levels at A - C (or equivalent);
The percentage of pupils achieving 2+ A levels at A - E (or equivalent).

4. In addition to the information above, Boards of Governors are also required to publish in their Annual Reports the Northern Ireland average figures for these indicators, for the year *before* the year to which the Annual Report relates. Again, the Department will provide the Northern Ireland average figures for these indicators.
5. The information to be published this Autumn (2003) is illustrated as follows:

School Prospectuses 2004

- a. Schools will publish, in the detail prescribed, their own examination results for the 2002/03 school year; and
- b. trend data, provided by the Department, on the indicators listed above for the 1999/2000, 2000/01 and 2001/02 school years.

Board of Governors' Annual Report on 2002/03

- a. The information published will be that at a. & b. above; and
 - b. the Northern Ireland averages on the indicators listed, provided by the Department, for the 2001/02 school year.
6. This pattern should be continued in subsequent years.

PART 2

SUMMARY OF CHANGES TO INFORMATION THAT ALL SCHOOLS ARE REQUIRED TO PUBLISH IN THEIR PROSPECTUSES

1. The fax number (if appropriate) and e-mail address of the school should now be included.
2. The classification of schools now includes Irish speaking schools and those with an Irish speaking unit.
3. Details of the time set aside for teaching during each school day are no longer required.
4. In order to reduce the bureaucratic burden on schools, it has been decided that there will be no requirement on schools to provide a summary of the school's anti-bullying policy and child protection arrangements. However, schools must now provide information about:
 - how parents may obtain a copy of the school's special educational needs policy;
 - how parents may obtain a copy of the school's anti-bullying policy statement;
 - how parents may obtain a copy of the school's child protection policy statement, and
 - the arrangements whereby parents may make known to the school any concerns they may have about their child's safety.
5. The provisions relating to information about sport have been changed. Schools are now required to provide details of sporting activities open to, and the facilities available to, pupils at the school. The Department continues to encourage schools to use the flexibility that exists in school timetabling to offer **at least 2 hours a week** of energetic physical activity for children, in keeping with any guidance on health education and physical activity that may emanate from the Department or its partner bodies from time to time.
6. Schools must now provide particulars about a school's participation in community and Education for Mutual Understanding activities.
7. There are new requirements for schools to provide details of the processes in place for parents to discuss the educational progress of their children, and details of any special provision made, and facilities in place, for the teaching of children with special educational needs.

NURSERY SCHOOLS

SUMMARY OF THE INFORMATION TO BE INCLUDED IN SCHOOL PROSPECTUSES AND BOARDS OF GOVERNORS' ANNUAL REPORTS

The detailed requirements as set out in the Education (School Information and Prospectuses) Regulations (Northern Ireland) 2003 are summarised below. The following information relates to nursery schools.

A. School Prospectuses

1. The name, address, telephone number and, where appropriate, the fax number and e-mail address; the management type of the school and the names of the Principal and the Chairman of the Board of Governors.
2. The expected number and age-range of pupils at the school.
3. The classification of the school as controlled, Catholic maintained, other maintained, controlled integrated or grant-maintained integrated.
4. The arrangements for the admission of pupils to the nursery school, and the criteria applied by the Board of Governors in selecting pupils for admission.
5. The arrangements for parents of prospective pupils to visit the school.
6. Information about school hours and holidays, including the time at which the school day begins and ends, and the dates of school terms and half-term holidays for the school year to which the information relates.
7. A summary of the curriculum content and how it is organised, including information about special curricular and other arrangements made for particular classes of pupils, including pupils with special educational needs.
8. Arrangements for pastoral care
9. Details about school discipline, including information on how school rules are brought to the attention of pupils and parents.
10. The school's policy or rules in relation to pupils' dress.
11. A summary of the Board of Governors' charging and remissions policies.
12. Details of any changes that will be made to any of the above information, after the start of the school year to which the prospectus relates.

B. Board of Governors' Annual Report to Parents

1. The percentage attendance rate of pupils at the school in the school year to which the annual report relates.

2. In addition to the reporting requirements, Boards of Governors are also required to make available the following information, at the school for reference and free of charge to parents on request:

- a. Details of the times a school day begins and ends.
- b. Dates of school terms and half-term holidays for the current school year.
- c. Details of any charging and remission policies in the current year.

3. Boards of Governors are also required to take all reasonable steps to ensure that parents are informed about any changes to the information in paragraph 2 above, at least 3 months before such changes come into effect.

PRIMARY SCHOOLS

SUMMARY OF THE INFORMATION TO BE INCLUDED IN SCHOOL PROSPECTUSES AND BOARDS OF GOVERNORS' ANNUAL REPORTS

The detailed requirements as set out in the Education (School Information and Prospectuses) Regulations (Northern Ireland) 2003 are summarised below. The following information relates to primary schools.

A. School Prospectuses

1. The name, address, telephone number and, where appropriate, the fax number and e-mail address; the management type of the school and the names of the Principal and the Chairman of the Board of Governors.
2. The expected number and age-range of pupils at the school.
3. The classification of the school as:-
 - a. controlled, Catholic maintained, other maintained, Irish speaking, voluntary, controlled integrated or grant-maintained integrated;
 - b. primary (although they may, if they wish, use other designations in their title);
 - c. co-educational or single-sex;
 - d. day or boarding, or a school taking both day and boarding pupils;
 - e. a school with a special education unit;
 - f. a school with an Irish speaking unit;
 - g. a school with a nursery unit.
2. The arrangements for parents to obtain copies of the information which Education and Library Boards are required to publish about admissions to schools in their area.
3. The arrangements for parents of prospective pupils to visit the school.
4. Numbers applying for admission to the school in the school year in which the prospectus is published and in each of the 2 previous years, and the number of pupils actually admitted to the school in each of those 3 years.
5. Details about the school curriculum, covering:-
 - the Board of Governors' curriculum policy statement;
 - in the case of a school with a nursery unit, a summary of the content and organisation of the curriculum in the unit;

- details of how complaints in connection with the curriculum are to be made;
 - the arrangements for inspecting and obtaining copies of those documents which a school is required to keep available for public inspection (the Board of Governors' curriculum statement, any statutory rules or Departmental Circulars about the curriculum, any published inspection reports on the school, details of courses of study taken by pupils and details of procedures for making complaints about the curriculum).
6. Information about school hours and holidays, including the time at which the school day begins and ends, and the dates of school terms and half-term holidays for the school year to which the information relates.
 7. Information about religious education provided at the school and the arrangements for parents to withdraw their children from religious education or collective worship.
 8. Information about special curricular and other arrangements made for particular classes of pupils, including pupils with special educational needs.
 9. The organisation of education in the school, in particular in respect of the teaching of children of different ages and abilities together or in separate groups, and a summary of the homework requirements of the school.
 10. Information about the assessment outcomes of pupils at the school, and of pupils in Northern Ireland, during the previous school year, as follows:-
 - The proportion of pupils (expressed as a percentage) of pupils in the final year of Key Stage 1 achieving level 2 (or above), and the proportion achieving level 3 (or above), in English and in mathematics, or in Irish and mathematics in the case of an Irish speaking school, and the equivalent figures for Northern Ireland.
 - The proportion of pupils (expressed as a percentage) of pupils in the final year of Key Stage 2 achieving level 4 (or above), and the proportion achieving level 5 (or above) in English and in mathematics, or in Irish, in English and mathematics in the case of an Irish speaking school, and the equivalent figures for Northern Ireland.
 11. The arrangements for pastoral care.
 12. The percentage attendance rate of pupils at the school in the previous school year.
 13. Details of how parents can obtain copies of the school's anti-bullying, child protection and discipline policy statements, including the arrangements for bringing school rules to the attention of pupils and parents, and how parents may make known any concerns they have about their child's safety.
 14. A statement of the school's policy on drugs education.

15. Information about sporting and extra-curricular societies and activities, and the facilities available to pupils at the school.
16. In the case of the preparatory department of a voluntary grammar, or grant-maintained integrated school, the arrangements for the provision of meals and other refreshments, and the facilities provided for pupils to eat food which they bring to school, including the remission of charges.
17. The school's policy or rules in relation to pupils' dress, and any recommendations on the wearing of uniform.
18. Details of how parents can obtain a copy of the Board of Governors' charging and remissions policies.
19. In the case of the preparatory department of a voluntary grammar school, information about any capital charge or tuition fee to be charged by the Board of Governors in the school year to which the information relates.
20. Information about a school's participation in community activities and activities in relation to the Education for Mutual Understanding educational theme.
21. Information about the processes in place for parents to discuss the educational progress of their children.
22. Information about any special provision made, and facilities in place, for teaching children with special educational needs, and how parents may obtain a copy of the school's special educational needs policy.
23. Details of any changes that will be made to any of the above information, after the start of the school year to which the prospectus relates.

B. Board of Governors' Annual Report to Parents

1. The percentage attendance rate of pupils at the school in the school year to which the annual report relates.
2. Information about assessment outcomes as specified in paragraph 10 above.
3. In addition to the reporting requirements, Boards of Governors are also required to make available the following information, at the school for reference and free of charge to parents on request:
 - a. Details of the times a school day begins and ends.
 - b. Dates of school terms and half-term holidays for the current school year.

c. Details of any charging and remission policies, and, in the case of a preparatory department of a voluntary grammar school, details of any capital charges or tuition fees in the current year.

4. Boards of Governors are also required to take all reasonable steps to ensure that parents are informed about any changes to the information in paragraph 3 above, at least 3 months before such changes come into effect.

SECONDARY SCHOOLS

SUMMARY OF THE INFORMATION TO BE INCLUDED IN SCHOOL PROSPECTUSES AND BOARDS OF GOVERNORS' ANNUAL REPORTS

The detailed requirements as set out in the Education (School Information and Prospectuses) Regulations (Northern Ireland) 2003 are summarised below. The following information relates to secondary (non-grammar and grammar) schools.

A. School Prospectuses

1. The name, address, telephone number and, where appropriate, the fax number and e-mail address; the management type of the school and the names of the Principal and the Chairman of the Board of Governors.
2. The expected number and age-range of pupils at the school.
3. The classification of the school as:-
 - a. controlled, Catholic maintained, other maintained, Irish speaking, voluntary, controlled integrated or grant-maintained integrated;
 - b. secondary (other than grammar) or grammar (although they may, if they wish, use other designations in their title, eg 'High School');
 - c. co-educational or single-sex;
 - d. day or boarding, or a school taking both day and boarding pupils;
 - e. a school with a special education unit;
 - f. a school with an Irish speaking unit;
4. The arrangements for parents to obtain copies of the information which Education and Library Boards are required to publish about admissions to schools in their area.
5. The arrangements for parents of prospective pupils to visit the school.
6. Numbers applying for admission to the school in the school year in which the prospectus is published and in each of the 2 previous years, and the number of pupils actually admitted to the school in each of those 3 years. In the case of a grammar school or the grammar stream in a school which is permitted to select some pupils by reference to ability, this information must also be broken down into the number of applications and admissions in each grade in the transfer procedure test.
7. Details about the school curriculum, covering:-
 - the Board of Governors' curriculum policy statement;

- details of how complaints in connection with the curriculum are to be made;
- the arrangements for inspecting and obtaining copies of those documents which a school is required to keep available for public inspection (the Board of Governors' curriculum statement, any statutory rules or Departmental Circulars about the curriculum, any published inspection reports on the school, details of courses of study taken by pupils and details of procedures for making complaints about the curriculum);
- a list of the external qualifications for which courses of study are provided both for pupils of compulsory school age, and for those over compulsory school age;
- the titles of the specifications (syllabuses) associated with those qualifications; and
- details about the careers education and careers guidance provided, and any arrangements for work experience for pupils.

8. Information about school hours and holidays, including the time at which the school day begins and ends, and the dates of school terms and half-term holidays for the school year to which the information relates.

9. Information about religious education provided at the school and the arrangements for parents to withdraw their children from religious education or collective worship.

10. Information about special curricular and other arrangements made for particular classes of pupils, including pupils with special educational needs.

11. The organisation of education in the school, in particular in respect of the teaching of children of different ages and abilities together or in separate groups, and a summary of the homework requirements of the school.

12. Information about the assessment outcomes of pupils at the school, and of pupils in Northern Ireland, during the previous school year, as follows:-

- the proportion of pupils (expressed as a percentage) of pupils in the final year of Key Stage 3 achieving level 5 (or above), and the proportion achieving level 6 (or above) in English, in mathematics and in science, in:
 - i. teacher assessment
 - ii. external tests

13. Information about examination performance as follows:-

13.1 The number of pupils enrolled in year 12 and the aggregate number of pupils enrolled in years 13 and 14 on 31 October of the previous school year, and the number of those with special educational needs.

13.2 **For each of the 3 years before the previous school year**, aggregated information about the examination performance of pupils as provided by the Department, which is set out in Part 1 of this Circular.

13.3 **For the previous school year**, information about examination performance of pupils **enrolled in year 12**, as follows:-

In a grammar school:

- a. the percentage entered for 7 or more GCSEs or a combination of GCSEs and GNVQs Part 1 which, in aggregate, is equivalent to 7 or more GCSEs;
- b. the percentage entered for 5 or more GCSEs or a combination of GCSEs and GNVQs Part 1 which, in aggregate, is equivalent to 5 or more GCSEs;
- c. the percentage achieving Grades A*-C in 7 or more GCSEs or a combination of GCSE and GNVQ Part 1 examinations at Intermediate level, which, in aggregate, is equivalent to 7 or more GCSEs;
- d. the percentage achieving Grades A*-C in 5 or more GCSEs or a combination of GCSE and GNVQ Part 1 examinations at Intermediate level, which, in aggregate, is equivalent to 5 or more examinations;
- e. an alphabetical list of the subjects in which pupils were entered for GCSE examinations, the number entered for each subject, and the percentage who achieved each grade from A* to G or who were ungraded;
- f. an alphabetical list of the vocational areas in which pupils were entered for GNVQ Part 1, the number entered for each vocational area and the number who achieved the full qualification;
- g. the percentage of pupils entered for one or more qualifications other than GCSE or GNVQ Part 1 and the percentage achieving one or more of these qualifications;
- h. an alphabetical list of the qualifications other than GCSE and GNVQ Part 1 for which pupils were entered, and, in relation to each, the number of pupils entered and the percentage who achieved the qualification;
- i. the percentage of year 12 pupils achieving none of the qualifications listed above.

In a non-grammar school:

- a. the percentage entered for 5 or more GCSEs or a combination of GCSEs and GNVQs Part 1 which, in aggregate, is equivalent to 5 or more GCSEs;
- b. the percentage entered for 1 to 4 GCSEs or a combination of GCSEs and GNVQs Part 1 which, in aggregate, is equivalent to 1 to 4 GCSEs;

- c. the percentage achieving Grades A*-C in 5 or more GCSEs or a combination of GCSE and GNVQ Part 1 examinations at Intermediate level, which, in aggregate, is equivalent to 5 or more GCSEs;
- d. the percentage achieving Grades A*-C in 1 to 4 GCSEs or a combination of GCSE and GNVQ Part 1 examinations at Intermediate level, which, in aggregate, is equivalent to 1 to 4 examinations;
- e. the percentage achieving Grades A* to G in 5 or more GCSEs or a combination of GCSE and GNVQ Part 1 examinations at Foundation level or Intermediate level, which, in aggregate, is equivalent to 5 or more GCSEs;
- f. the percentage achieving Grades A*-G in 1 to 4 GCSEs or a combination of GCSE and GNVQ Part 1 examinations at Foundation level or Intermediate level, which, in aggregate, is equivalent to 1 to 4 examinations;
- g. the percentage entered for GCSE or GNVQ Part 1 examinations but who achieved no Grades A*-G and no GNVQ Part 1 qualifications;
- h. an alphabetical list of the subjects in which pupils were entered for GCSE examinations, the number entered for each subject, and the percentage who achieved each grade from A* to G or who were ungraded;
- i. an alphabetical list of the vocational areas in which pupils were entered for GNVQ Part 1, the number entered for each vocational area and the number who achieved the full qualification;
- j. the percentage of pupils entered for one or more qualifications other than GCSE or GNVQ Part 1 and the percentage achieving one or more of these qualifications;
- k. an alphabetical list of the qualifications other than GCSE and GNVQ Part 1 for which pupils were entered, and, in relation to each, the number of pupils entered and the percentage who achieved the qualification;
- l. the percentage of year 12 pupils achieving none of the qualifications listed above.

13.4 Information about the examination performance of pupils **enrolled in years 13 and 14** in the previous school year. Due to the complex nature of the cashing in arrangements for the Advanced Subsidiary (AS) qualification, and the fact that universal reporting arrangements have yet to be established, schools are not required to report on AS level outcomes (although if a school wishes, they may do so). The information required about examination performance is as follows:-

- a. the number of pupils in the final year of a GCE A Level or AVCE course and the percentage of those achieving –
 - i. 3 or more Grades A to C (grammar schools only);
 - ii. 2 or more Grades A to E;

- iii. 1 or more Grades A to E (non-grammar schools only);
- b. an alphabetical list of the subjects in which pupils were entered for GCE A Levels or AVCE examinations, the number entered for each subject, and the percentage of those who achieved each Grade A to E or were ungraded;
- c. the number of pupils in the final year of a GNVQ course, and the percentage who achieved the full qualification;
- d. the total number of pupils in the final year of any course leading to a GCSE or another qualification (other than A Level, AVCE or GNVQ), and the percentage who achieved one or more such qualifications;
- e. for each course included in d. above, the number of pupils in the final year of each course and the percentage achieving the full qualification.

13.5 Information about the destination of school leavers, including the total number of pupils who left the school from years 12, 13 and 14 in the previous school year, and the percentage of those who –

- a. transferred to another school;
- b. entered Jobskills;
- c. entered Further Education;
- f. entered Higher Education;
- g. took up full-time employment;
- h. entered a modern apprenticeship;
- g. did not do any of those things.

14. The arrangements for pastoral care.

15. The percentage attendance rate of pupils at the school in the previous school year.

16. Details of how parents can obtain copies of the school's anti-bullying, child protection and discipline policy statements, including the arrangements for bringing school rules to the attention of pupils and parents, and how parents may make known any concerns they have about their child's safety.

17. A statement of the school's policy on drugs education.

18. Information about sporting and extra-curricular societies and activities, and the facilities available to pupils at the school.

19. In the case of a voluntary grammar or grant-maintained integrated school, the arrangements for the provision of meals and other refreshments, and the facilities

provided for pupils to eat food which they bring to school, including the remission of charges.

20. The school's policy or rules in relation to pupils' dress, and any recommendations on the wearing of uniform.

21. Details of how parents can obtain a copy of the Board of Governors' charging and remissions policies.

22. In the case of a voluntary grammar school, information about any capital charge or tuition fee to be charged by the Board of Governors in the school year to which the information relates.

23. Information about a school's participation in community activities and activities in relation to the Education for Mutual Understanding educational theme.

24. Information about the processes in place for parents to discuss the educational progress of their children.

25. Information about any special provision made, and facilities in place, for teaching children with special educational needs, and how parents may obtain a copy of the school's special educational needs policy.

26. Details of any changes that will be made to any of the above information, after the start of the school year to which the prospectus relates.

B. Board of Governors' Annual Report to Parents

1. The percentage attendance rate of pupils at the school in the school year to which the annual report relates.

2. Information about assessment outcomes as specified in paragraph 12 above.

3. For all post-primary schools:

a. An alphabetical list of subjects followed by pupils at the school in the school year to which the annual report relates.

b. Information about performance in public examinations as specified in paragraph 13 above.

c. Information about school leavers as set out in paragraph 13.5 above.

d. Information on the careers education and careers guidance provided in school.

e. Trend data about examination performance in the school and information about the average performance of pupils in Northern Ireland in public examinations, as provided by the Department for this purpose, and detailed in Part 1 of this Circular.

4. In addition to the reporting requirements, Boards of Governors are also required to make available the following information, at the school for reference and free of charge to parents on request:

- a. Details of the times a school day begins and ends.
- b. Dates of school terms and half-term holidays for the current school year.
- c. Details of any charging and remission policies, and, in the case of a voluntary grammar school, details of any capital charges or tuition fees in the current year.

5. Boards of Governors are also required to take all reasonable steps to ensure that parents are informed about any changes to the information in paragraph 4 above, at least 3 months before such changes come into effect.