**Ábhar:**

Treoir ar stádas clárúcháin daltaí, lena n-áirítear iad siúd atá faoi Atreorú RSO, agus Dé-Chlárúchán in úsáid

**Uimhir Chiorcláin:**

**2010/08**

**Dáta eisiúna:**

22 Meitheamh2010

Sprioclucht:

- **Príomhoidí agus Boird Ghobharnóirí i ngach scoil dheontaschúnta**
- **Boird Oideachais agus Leabharlainne**
- **Comhairle na Scoileanna Caitliceacha faoi Chothabháil**
- **An Chomhairle Curaclaim,Scrúdúcháin agus Measúnaithe.**
- **Comhairle Thuaisceart Éireann um Oideachas Comhtháite**
- **Comhairle na Gaelscolaíochta**
- **Foireann Fheidhmithe an Údaráis um Oideachas agus Scileanna**

**Achoimre ar Ábhar:**

Treoir ar stádas cláruch//áin daltaí, lena n-áirítear iad siúd atá faoi Atreorú RSO, agus Dé-Chlárúchán in úsáid

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Ba cheart aon fhiosrúchán faoi ábhar an Chiorcláin seo a sheoladh chuig:


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**Governor Awareness:**
Riachtanach

**Stádas Ábhair:**
Eolas do scoileanna

**Cáipeisí Gaolmhara:**
Freastal scoile: Neamhláithreacht á taifeadadh ag scoileanna 2010/07

**Cáipéisí cealaithe:**

Ceann ar bith

**Dáta Éaga:**

Ní bhaineann

**Láithreán gréasáin an RO:**
Tá an ciorclán seo le fáil ag http://www.deni.gov.uk

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**Subject:**

**Circular Number:**

**2010/08**

**Guidance on the Enrolment Status of Pupils, including those subject to SEN Referrals, using Dual Registration**

**Date of Issue:**

22 June 2010

**Target 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;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta
- Education and Skills Authority Implementation Team

**Summary of Contents:**

Guidance on the enrolment status of pupils, including those subject to SEN Referrals, using Dual Registration.

**Enquiries:**

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**Governor Awareness:**
Essential

**Status of Contents:**
Information for schools

**Related Documents:**
School Attendance: Absence Recording by Schools 2010/07

**Superseded Documents:**

None

**Expiry Date:**

Not applicable

**DENI Website:**
This circular is available on http://www.deni.gov.uk

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**Intreoir**

Is é an cuspóir atá leis an chiorclán seo ná scoileanna a chur ar an eolas faoi chatagóirí úra atá á dtabhairt isteach de Stádas Chlárúcháin do dhaltaí. Tá sé tábhachtach i dtaca le daltaí atá ag freastal ar scoil eile faoi shocruithe an Chreat Teidlíochta (CT) nó le daltaí atá faoi atreorú sealadach chuig aonaid speisialta nó chuig scoileanna speisialta de bharr a gcuid riachtanas speisialta oideachais. Ba cheart do scoileanna an cleachtas le haghaidh Stádas Clárúcháin daltaí a thaifeadadh a chur i bhfeidhm, mar a leagtar amach sa chiorclán seo, ó thús na scoilbhliana 2010/11
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**Introduction**

The objective of this circular is to inform schools of the introduction of new categories of Enrolment Status for pupils. This is important in relation to pupils who may attend another school under Entitlement Framework (EF) arrangements or who are the subject of temporary referrals to special units or schools as a result of their special educational needs. Schools should implement the practice of recording pupils' Enrolment Status, as outlined in this circular, from the start of the 2010/11 school year.

An Creat Teidlíochta

Faoi shocruithe an CT, is féidir le daltaí iarbhunscolaíochta freastal ar scoil nó ar fhoras eile oideachais, nach é an ceann a bhfuil siad cláraithe leis, le cúrsa a rochtain atá mar chuid dá n-ábhar scoile. Ní mór do scoileanna / forais atá "ag glacadh" scoláirí sna cásanna seo mionsonraí a thaifeadadh i dtaca leis na daltaí seo de, maidir leis an am a chaitheann siad taobh istigh den scoil nó den fhoras oideachais ( lena n-áirítear freastal ar cheachtanna agus dul chun cinn oideachasúil) agus na taifid / an t-eolas seo a chur ar fáil don scoil lena bhfuil an dalta cláraithe.

Entitlement Framework

Under EF collaboration arrangements, pupils in post-primary education may attend a school or other educational establishment, other than the one at which they are registered, in order to access a course as part of their curriculum offer. It is necessary for "receiving" schools/establishments in such circumstances, to record details relevant to these pupils, in relation to the time spent within that school or educational establishment (including lesson attendance and educational progress) and to provide such records/information to the school at which the pupil is registered.

Atreoruithe RSO

Is féidir daltaí a atreorú chuig scoileanna speisialta, nó chuig aonaid RSO i scoileanna eile ar feadh tréimhse ama le cuidiú a fháil a gcuid riachtanas speisialta oideachais a chomhlíonadh. I rith na tréimhse atreoraithe seo, ní mór don Phríomhscoil agus don Óst-scoil eolas a bhaineann leis an dalta, lena airítear sonraí freastail, a thaifeadadh. Is é atá sa phríomhscoil ná an scoil lena bhfuil an dalta cláraithe go hoifigiúil agus is é atá san Óst-scoil ná an scoil a bhfuil siad lonnaithe inti go sealadach. Ní mór don Phríomhscoil agus don Óst-scoil cineálacha úra clárúcháin a úsáid i gcás daltaí atá faoi atreorú RSO. Tá sé seo riachtanach le gur féidir comhaireamh beacht a dhéanamh ar an líon daltaí atá faoi atreorú sealadach in aon am amháin agus le nach ndéanfar daltaí a

SEN Referrals

Pupils can be referred to Special Schools, or SEN Units in other schools, for a period of time, to assist in meeting their special educational needs. During this period of referral, information, including attendance data, in relation to the pupil must be recorded by the Main and Host schools. The Main school is the school at which the pupil is officially registered and the Host school is the one in which they have been temporarily placed. New registration types must be used by Main and Host schools in respect of pupils who are the subject of SEN Referrals. This is essential to allow an accurate count of the number of pupils in temporary referrals at any time and to avoid double counting of pupils in census collections.

athchomhaireamh agus móraireamh ar siúl.

### *Catagóirí Stádais Chlárúcháin*

Má tá dalta ag freastal ar aon scoil amháin agus gan é faoi atreorú, ba cheart an Stádas Clárúcháin a thaifeadadh mar **chlárúchán singil** agus fanann na riachtanais reatha agus an bailíochtú reatha mar atá siad faoi láthair. Bainfidh sé seo le tromlach mór na ndaltaí.

Tagann **Dé-chlárúchán** i bhfeidhm nuair a fhreastlaíonn dalta atá cláraithe i scoil amháin ar scoil eile de bharr atreorú RSO. Nuair atá an cás amhlaidh, ba cheart a stádas clárúcháin a thaifeadadh sa Phríomhscoil agus san Óst-scoil mar seo a leanas

- **Príomh - Dhé – Chlarúchán** leis an dalta a shainaithint ina **Phríomh**scoil (i.e. an scoil ina bhfuil siad cláraithe ar bhonn seasta);
- **Fo- Dhé- chlárúchán** leis an dalta shainaithint ina **Óst**-scoil ( e.g. Scoil Speisialta a bhfuil siad ag freastal uirthi go sealadach faoi shocruithe atreoraithe).

Nuair a bhíonn daltaí ag freastal ar scoil eile faoi shocruithe a bhaineann leis an Teidlíocht Oideachais, déanfar iad a thaifeadadh mar **Aoi** san Óstscoil agus fanfaidh siad mar **Clárúchán Singil** sa Phríomhscoil. Ní bhailítear sonraí le haghaidh Aoí – dhaltaí sa Mhóraireamh.

### **Enrolment Status Categories**

If a pupil is attending only one school and has not been the subject of a referral, the Enrolment Status should be recorded as **Single Registration** and current census collection requirements and validations remain unchanged. This will apply to the vast majority of pupils.

**Dual Registration** applies when a pupil enrolled in one school attends another school, as a result of an SEN referral. Where this is the case, their enrolment status should be recorded in both Main and Host schools as follows:

- **Main – Dual Registration** to identify the pupil in their **Main** school (i.e. the school at which they are permanently enrolled);
- **Subsidiary – Dual Registration** to identify the pupil in their **Host** school (e.g. a Special school they are attending temporarily under referral arrangements).

Where pupils attend another school under Entitlement Framework arrangements, they will be recorded as **Guest** in the Host school and will remain as **Single Registration** in the Main school. Data are not collected for Guest pupils in the Census returns.

### *Taifeadadh freastail*

Déantar daltaí atá Dé- chláraithe a rangú mar *ar rolla* **sa dá scoil**. Ní mór don Óst-scoil freastal RN agus IN a thaifeadadh ar a son do na seisiúin a bhfuil siad sceidealaithe dóibh san Óst-scoil. Ní mór don Óst-scoil an Phríomhscoil a chur ar an eolas faoi aon neamhláithreacht sa dóigh is go ndéantar iad a thaifeadadh sa Phríomhscoil

### **Attendance recording**

Dual Registration pupils are categorised as *On Roll* **in both schools**. AM and PM session attendance must be recorded for them by the Host school, for the sessions they are scheduled to attend in the Host school. The Host school must inform the Main school of any absences, so that they are recorded in the Main school.

Ba cheart an freastal a dhéanann daltaí Dé-chlaraithe a thaifeadadh sa Phríomhscoil agus san Óst-scoil mar seo a leanas:

1. **An taifeadadh freastail atá le déanamh ag an Phríomhscoil do dhaltaí Dé-Chlaraithe**

    a. Ní mór don Phríomhscoil freastal a thaifeadadh do na seisiúin inar cheart do Dhalta Dé-Chláraithe freastal a dhéanamh ar an Phríomhscoil trí an chód cuí freastail a úsáid mar a leagtar amach iad i gCiorclán RO 2010/07 Freastal Daltaí:Neamhláithreacht á taifeadadh ag scoileanna

    b. Ina theannta seo, ba cheart don phríomhscoil a chinntiú go bhfuil socruithe ann i gcás an Óst-scoil a chur in iúl dóibh faoi aon dalta bheith as láthair do sheisiúin ar ar cheart don dalta bheith ag freastal san Óst-scoil. Ba cheart don Phríomhscoil cóid fhreastail a leasú de réir mar is gá le heolas atá faighte ón Óst-scoil a chur san áireamh.

2. **An taifeadadh freastail atá le déanamh ag an Fho(Óst)scoil do dhaltaí atá Dé-Chláraithe**

    a. Ní mór don Óst-scoil freastal a thaifeadadh do dhalta Fo-Dhé-Chláraithe le haghaidh na seisiún ar ar ceart don dalta freastal san Óst-scoil trí úsáid a bhaint as na cóid chuí freastail, mar a leagtar amach iad i gCiorclán RO 2010/07. Freastal Daltaí; neamhláithreacht á taifeadadh ag scoileanna

    b. Ba cheart don Óst-scoil a chinntiú go bhfuil socruithe acu leis an Phríomhscoil a chur ar an eolas faoi aon daltaí aonair bheith as láthair i rith na tréimhse a chaitheann siad ag an Óst-scoil.

    c. Is féidir go dtarlódh sé go ndéanfaí dalta a atreorú chuig

Attendance for dual registered pupils should be recorded in Main and Host schools, as follows:

1. **Attendance recording by the Main School for Dual Registration pupils**

    a. The Main school is required to record attendance for the sessions when a Main Dual-Registered pupil should be attending the Main School, using the appropriate attendance code, as detailed in the DE circular 2010/07, Pupil Attendance: Absence Recording by Schools.

    b. In addition, the Main school should ensure arrangements are in place where the Host School notifies them of any pupil absences for sessions which the pupil should be attending the Host school. Attendance codes should be amended as necessary by the Main school, to take account of information received from the Host school.

2. **Attendance recording by the Subsidiary (Host) School for Dual Registration pupils**

    a. The Host school is required to record attendance for a Subsidiary – Dual Registered pupil, for the sessions that the pupil should be attending the Host school, using the appropriate attendance codes, as detailed in the DE circular 2010/07 Pupil Attendance: Absence Recording by Schools.

    b. The Host school should ensure arrangements are in place for them to notify the Main school of any absences by individual pupils, during their time at the Host school.

    c. There may be instances where a pupil is referred to another school for several days a week, rather

scoil eile ar feadh roinnt laethanta sa tseachtain, seachas ar feadh seachtainí iomlána nó ar feadh téarmaí iomlána. Sampla de seo ná páiste a bheith atreoraithe chuig aonad teanga san Óst-scoil ar feadh trí lá sa tseachtain agus a fhreastlaíonn ar a scoil féin an dá lá eile. Do na hocáidí sin ar a bhfreastlaíonn an dalta ar a Phríomhscoil ba cheart na seisiuin RN agus IN a thaifeadadh i gcóras na hÓst-scoile ag baint úsáid as an chód '**!**' 'Ní gá bheith i láthair'

Tá cáipeisíocht ar nósanna imeachta do scoileanna dar teideal Taifeadadh Sonraí Freastail d'Atreoruithe RSO ag baint úsáid as Dé – Clarúchán le fáil ó C2k


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than for whole weeks or complete terms. An example of this would be when a pupil is referred to a language unit in the Host school for 3 days a week and attends their Main School for the other 2 days. For occasions when a pupil attends their Main school, the AM and PM sessions should be recorded in the Host school's system as code '**!** ', 'No Attendance Required'.

Procedures documentation for schools, entitled Recording Attendance data for SEN Referrals using Dual Registration, is available from C2k.


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Statistics and Research Branch