



TO THE BOARDS OF MANAGEMENT AND PRINCIPAL TEACHERS
OF PRIMARY SCHOOLS

- **Simplified arrangements for the maintenance of the Register (Clárleabhar), Roll Book (Leabhar Rolla) and Daily Attendance Book (Leabhar Tinrimh Laethúil).**
- **Clarification in relation to the Register to be maintained under the Education (Welfare) Act, 2000.**

1. Introduction

With effect from the beginning of the 2013/14 school year the Department is simplifying the requirements for the maintenance of the Register (Clárleabhar), Roll Book (Leabhar Rolla) and Daily Attendance Book (Leabhar Tinrimh Laethúil) by primary schools. The details of the new arrangements are outlined in the Appendix to this circular.

This circular also clarifies that in the case of primary schools, the Register (Clárleabhar) is regarded as the “register” for the purposes of Section 20 of the Education (Welfare) Act, 2000.

2. Register (Clárleabhar)

The National Educational Welfare Board (NEWB) has confirmed to the Department that in the case of primary schools, the school’s Register (Clárleabhar) is regarded by it as the “register” for the purposes of Section 20 of the Education (Welfare) Act, 2000. The Education (Welfare) Act, 2000 requires that once a child is registered in a school, that child’s name must remain on the register until such time as the Principal of the school has

been notified in accordance with the Act that the child is registered in another school or is registered (under Section 14 of the Education (Welfare) Act, 2000) with the NEWB.

This circular also clarifies that the requirement under Section 20(4) of the Education (Welfare) Act, 2000 to “remove” a child’s name from the school register in circumstances where the school has been notified that a child is registered in another school or is registered with the NEWB (under Section 14 of the Act) will be met by means of noting this fact in the Register (Clárleabhar). A pupil’s details may not however be erased, redacted or physically removed from the Register (Clárleabhar) **under any circumstances**. Further details in relation to meeting this requirement are set out in Section 2.3 (c) of the Appendix to this Circular.

3. Requirement on schools to maintain accurate records

Staffing and grants are allocated to schools based on the number of pupils enrolled in each school on the 30th September each year. It is therefore very important that accurate records are maintained by schools in relation to enrolments and pupil attendance. Boards of Management and Principal Teachers are reminded of their duty to ensure the accuracy of enrolment figures submitted to the Department and to immediately notify the Department of any error or irregularity in their school’s enrolment return.

Principal Teachers have responsibility for the maintenance and accuracy of the Register (Clárleabhar), Roll Book (Leabhar Rolla) and Daily Attendance Book (Leabhar Tinrimh Laethúil) and must ensure that all teachers accurately and fully maintain the Roll Book (Leabhar Rolla) for their relevant classes. **The Department’s policy for cases that involve any deliberate overstatement of enrolment records is to refer them to An Garda Síochána.**

Pupils who have been struck off the Roll Book (Leabhar Rolla) (even where remaining on the school Register (Clárleabhar) for the purposes of Section 20 of the Education Welfare Act, 2000) are not regarded as valid enrolments and must not be included in the school’s enrolment returns to the Department. Section 4 of this circular explains the difference between striking a pupil’s name from the Roll Book (Leabhar Rolla) and removing a pupil’s name from the register.

4. Striking a pupil's name from the Roll Book (Leabhar Rolla) and removing a pupil's name from the register

It should be noted that striking a pupil's name from the Roll Book (Leabhar Rolla) is not the same as "removing" a pupil's name from the school's register for the purposes of Section 20 of the Education (Welfare Act), 2000.

With effect from the beginning of the 2013/14 school year, a pupil must be struck off the Roll Book (Leabhar Rolla) as soon as (i) the teacher becomes aware that the pupil has left the school or (ii) on the first Monday following **an absence of 20 consecutive school days**. However, Section 20 of the Education (Welfare Act), 2000 requires that a child's name must remain on the school Register (Clárleabhar) until such time as the Principal receives the required notification from another school (or from the NEWB) in accordance with the Act.

The requirement under Section 20 of the Education (Welfare) Act, 2000 to "remove" a child's name from the register in circumstances where the Principal has been notified that the child is registered in another school or is registered with the NEWB (under Section 14 of the Education (Welfare) Act, 2000) will be met by means of noting this fact in the Register (Clárleabhar). A pupil's details may not however be erased, redacted or physically removed from the Register (Clárleabhar) **under any circumstances**.

As outlined at Section 3, pupils who have been struck off the Roll Book (Leabhar Rolla) (even where remaining on the school Register (Clárleabhar) for the purposes of Section 20 of the Education Welfare Act, 2000) are not regarded as valid enrolments and must not be included in the school's enrolment returns to the Department.

Note:

Details of when and how to record a pupil's removal from the Register (Clárleabhar) under Section 20 of the Education (Welfare) Act, 2000 are set out at Section 2.3 (c) of the Appendix to this circular.

Details of when and how to strike off a pupil's from the Roll Book (Leabhar Rolla) are set out at Section 3.3 (c) of the Appendix to this circular name.

5. Primary online pupil database

Preparatory work has commenced by the Department's Statistics Unit and IT Unit on the development of a primary online pupil database. This is a substantial project and the Department envisages starting a consultation process with the management bodies and relevant education partners in early Autumn 2013. The primary online pupil database will, when operational, involve the recording of data at an individual pupil level, including the collection of the Personal Public Service Number (PPSN). It is intended that the primary online pupil database will replace the National School Annual Census and the range of variables collected will be similar to those collected on the census.

As the nature and scope of the primary pupil database project develops, further consideration will be given by the Department to permitting schools to use only electronic records systems at school level for maintaining the Register (Clárleabhar), Roll Book (Leabhar Rolla) and Daily Attendance Book (Leabhar Tinrimh Laethúil). The Department has had some discussions with the relevant education partners regarding same. Given the complexities of the issues involved, further discussions will be held in relation to the minimum requirements (in areas such as data integrity, audit trails, data protection, oversight and other core system requirements etc.) which will need to be met by any such electronic systems.

However, pending the development of the primary pupil database, schools are reminded that the official Register (Clárleabhar) and Roll Book (Leabhar Rolla) must continue to be maintained in the existing manual format. In the case of the Daily Attendance Book (Leabhar Tinrimh Laethúil), schools may opt to use an excel version of the book which is available to download from the Department's website (further details at section 4 of the Appendix to this circular).

6. Dissemination of circular

A copy of this circular should be provided to members of the board of management and the teaching staff of each school. This circular may be accessed on the Department of Education and Skills website at www.gov.ie/education. An Irish version of this circular is also available on the Department's website.

7. Queries in relation to this circular

Queries in relation to this circular should be e-mailed to the Department at:

schoolgovernance@education.gov.ie

The Department may also publish a list of the most **Frequently Asked Questions (FAQs)** on the Department's website in relation to this circular.

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APPENDIX: Simplified arrangements for the maintenance of the Register (Clárleabhar), Roll Book (Leabhar Rolla) and Daily Attendance Book (Leabhar Tinrimh Laethúil)

1. Simplified Arrangements from 2013/14 onwards

With effect from the beginning of the 2013/14 school year, the Department is simplifying the requirements for the maintenance of the Register (Clárleabhar), Roll Book (Leabhar Rolla) and Daily Attendance Book (Leabhar Tinrimh Laethúil) by primary schools. The details of these simplified arrangements are outlined below.

Schools should note that there is no need to obtain new books to accommodate these simplified arrangements and schools must therefore continue to use their existing books taking account of the changes set out in this appendix. All records must be maintained in accordance with the requirements of relevant data protection legislation.

Apart from the specific modifications that are set out in this circular, all other existing instructions and requirements relating to the maintenance of the Register (Clárleabhar), Roll Book (Leabhar Rolla) and Daily Attendance Book (Leabhar Tinrimh Laethúil) remain in place.

2. Arrangements for the Register (Clárleabhar)

2.1 The purpose of the Register (Clárleabhar) is to preserve a permanent record of the school history of each pupil and to present it in a clear and precise form. With effect from the beginning of the 2013/14 school year, the Register (Clárleabhar) may be completed in either English or Irish and schools may, if desired, use a single Register (Clárleabhar) rather than separate registers for boys and girls.

As outlined at Section 2 of the circular, the NEWB has confirmed to the Department that in the case of primary schools, the school's Register (Clárleabhar) is regarded by it as the "register" for the purposes of Section 20 of the Education (Welfare) Act 2000.

2.2 The following information will **no longer** be recorded in the Register (Clárleabhar):

- (a) the occupation of the parent(s)/guardian(s);
- (b) information on the pupils' attainment in the various curriculum subjects, details of medical examinations and psychological assessments.

2.3 The following are the **changes** to the information to be recorded in the Register (Clárleabhar):

- (a) the name recorded for a pupil in the Register (Clárleabhar) will be the name as recorded on the pupil's birth certificate or other appropriate legal document. The name on a baptismal certificate (or other non-legal document) is no longer deemed acceptable for this purpose;
- (b) in the column headed "Religious Denomination as stated by Parent (or Guardian)" details of the religion or the belief or, where relevant, none, as indicated by the parent or guardian to the school, should be recorded;
- (c) the column headed "Additional Information" shall now be used to record instances where a child's name has been "removed" from the Register (Clárleabhar) in accordance with the requirements of the Education (Welfare) Act 2000. Under the Education (Welfare) Act, 2000, a child's name may not be "removed" from the school register other than in the following circumstances:
 - (i) where a Principal receives a notification under Section 20(4) of the Education (Welfare) Act, 2000 that a child is registered in another recognised school, the Principal must "remove" the name of the child concerned from the school's Register (Clárleabhar) (unless the child continues to receive part of his or her education at the school) or;

- (ii) where a Principal receives a notification under Section 20(6) of the Education (Welfare) Act, 2000 that a child is registered in the register maintained by the NEWB (i.e. the NEWB register of children receiving education in a place other than a school), the Principal must “remove” the name of the child concerned from the school’s Register (Clárleabhar).

The requirement to “remove” a child’s name from the Register (Clárleabhar) in the circumstances set out at (i) and (ii) above will be met by noting this fact in the column headed “Additional Information” for the relevant child concerned, detailing the date of removal from the register and the relevant provision of the Act. For example, if a school receives notification on 14 October 2013 that a child is registered in another school, the following entry should be made: “Removed from register 14/10/2013. Section 20(4)”. The relevant notification must be retained and made available to the Department and/or the NEWB if requested.

A pupil’s details may not however be erased, redacted or physically removed from the Register (Clárleabhar) **under any circumstances.**

3. Arrangements for the Roll Book (Leabhar Rolla)

3.1 The purpose of the Roll Book (Leabhar Rolla) is to record the daily and cumulative attendance of individual pupils.

3.2 The following information will **no longer** be recorded in the Roll Book (Leabhar Rolla):

- (a) information previously gathered in Column G (number of days that the pupil was on the roll that were not counted in the average number for the quarter);

- (b) information gathered in Column L (regarding aggregated enrolment and attendance of pupils under 6 and over 14 years of age);
- (c) detail on the average age of the pupils in the class(es) (previously recorded at the bottom of the page) should be left blank.

3.3 The following are the **changes** to the information to be recorded in the Roll Book (Leabhar Rolla):

- (a) information previously gathered in columns H, I and M (regarding aggregated attendance for individual pupils and details of pupils' addresses) need not be entered in the Roll Book (Leabhar Rolla) and may, if desired, be left blank;
- (b) a pupil will be marked either present or absent at the time of roll call and there will be no provision for adjusting the Roll Book (Leabhar Rolla) where a pupil subsequently does not complete the full school day or arrives after the roll call;
- (c) a pupil's name must be struck off the Roll Book (Leabhar Rolla) for the following reasons:
 - (i) as soon as the teacher becomes aware that the pupil has left the school or;
 - (ii) on the first Monday following an absence of 20 consecutive school days.

The procedure for striking a pupil's name from the Roll Book (Leabhar Rolla) by inserting the capital letter "B" and drawing a line through the relevant row of the Roll Book (Leabhar Rolla) remains as heretofore.

4. Arrangements for the Daily Attendance Book (Leabhar Tinrimh Laethúil)

4.1 The purpose of the Daily Attendance Book (Leabhar Tinrimh Laethúil) is to record summary information in relation to daily, monthly and annual attendance of pupils. This book will no longer be available in hardcopy but is now available as an Excel spreadsheet on

the Department’s website. Schools may continue to use their existing hardcopy version of this book until exhausted or may now opt to use the excel version of the book which is available to download from the Department’s website. Schools which continue to use their existing hardcopy version of the Daily Attendance Book (Leabhar Tinrimh Laethúil) should note the simplified arrangements for its maintenance outlined in Section 4.2 and 4.3 below.

The excel version provides for the separate recording of junior and senior infants and schools using this version must record information for these classes separately. The excel version contains in-built formulae which automatically compute relevant totals and percentages and will also automatically generate cumulative monthly, quarterly and annual data.

Schools using the Excel version must print and retain copies of the Excel record for each month. This must be signed by the Principal Teacher as a complete, authentic and accurate record and made available to the Department if requested. The latest date for printing and filing this record is the fifth school day after the end of the month in question.

4.2 The recording of the following information is **no longer** required in the Daily Attendance Book (Leabhar Tinrimh Laethúil):

- (a) teacher details will no longer be recorded in the page with the heading “Na hOidí” which is located towards the front of the hardcopy book. This page must be left blank.
- (b) in the page for recording the daily attendances for each month, the following will no longer be recorded in the Monthly Summary (Achoimre na Míosa) box on the bottom right hand side of each page:
 - (i) Meánuimhir (average);
 - (ii) Laethanta gan áireamh (days not counted);

- (iii) Iomláin ghlana (net number) and
- (iv) An Mheánuimhir (the average).

(c) information previously gathered in the pages for recording summary monthly, quarterly and annual data. These are the pages currently found at the back (from page 108 onwards) of the hardcopy version.

4.3 The following are the **changes** to the information to be recorded in the in the Daily Attendance Book (Leabhar Tinrimh Laethúil):

- (a) There is no longer a requirement to complete the page with the heading “III” which is located at the front of the book. This may be completed at the discretion of the school.

5. Ordering Roll Books (Leabhar Rollaí) and Registers (Clárleabhair)

When needed, orders for Roll Books (Leabhar Rollaí) or Registers (Clárleabhair) should be emailed by the school Principal to the following address:

requestrollbooks@education.gov.ie