Kildalkey N. S.
Athboy Road,
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Co. Meath.
C15R2AV
046 9435286
www.kildalkeyns.com

# Kildalkey N.S.

# Policy on Retention of Pupils

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**Introduction**
The Board of Management of Kildalkey National School has drawn up this Policy on Retention of Pupils in consultation with the staff and Board of Management.

**Policy Aim**
To provide guidance for the Principal and teaching staff in the event of a request by parents or guardians for a pupil to be retained in the same grade for another school year

**Mission/Rationale**
The primary school curriculum is designed as an 8-year course, a 2-year infant cycle followed by six years in standards from 1st to 6th, with children progressing to the next grade at the end of each school year. The primary curriculum is flexible and child-centred and can be adapted to meet children's needs. The Department of Education and Skills (DES) provides considerable support for pupils with learning difficulties. This includes resource teaching, learning support, special needs assistant support and a wide range of resources. The level of provision available should enable pupils to make progress in keeping with their needs and abilities and to move consecutively through the different grade levels in the school along with their peers. In very exceptional circumstances it may be educationally beneficial for a pupil to repeat a grade level.

**Procedures**
In Kildalkey National School, the following procedures apply for retention of a pupil in the same grade for a further school year:

- DES policy is that children should only be allowed to repeat a year for educational reasons and in exceptional circumstances (circular 32/03)
- No pupil will be held back for longer than 1 year throughout his/her primary school career
- No pupil can be retained in an infant class beyond the 30th June next following the date on which he/she has a) been enrolled in the school for one and a half years or b) reached the age of six and a half years, whichever is earlier.
- In accordance with DES circular 32/03, the school will not operate a repeat 6th class
- An application in writing must be made by the parents or guardians wishing to have a pupil retained in the same grade level. The application must state the reasons why the pupil should be considered for retention and must be received by the Principal before the closing date for enrolment (31st March) for pupil retention in the subsequent school year
- A record outlining the educational basis for the decision to retain a child will be kept for any pupil so retained. In addition, a clear programme will be outlined for such a pupil that records precisely what new approach will be used for him/her and what its expected benefits will be. These records will be retained within the school and will be brought to the Inspector's attention on his/her visits to the school.

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**Factors to Consider**

The following factors will be considered by the Principal in reaching a decision on whether a pupil will be retained in the same grade:

- The age of the pupil
- The educational benefit to the pupil to be retained in the same grade
- Class test results for the pupil
- Standardised tests results for the pupil
- Psychological report
- Present resources in place, such as learning support and SNA support
- What other educational supports may be put in place or are likely to be obtained
- The pupil's previous/present application to work in school and to homework
- Compliance with the school's Code of Behaviour and Disciplinary Policy
- Attendance at school
- Disciplinary record of the pupil
- Any potential detrimental/adverse effect of the pupil's retention on the teaching/learning of other pupils in the class in question
- Any potential threat to the health and safety of other pupils and staff by the pupil's retention
- The co-operation and support obtained from the parent(s)/guardian(s) of the pupil
- Potential effects of retention on the pupil in terms of self-confidence, self-esteem and loss of friends
- Any other issues that may affect the pupil, the class in question or the staff

**Consultation**

The Principal will consult with the following in reaching a decision:

- The Deputy Principal
- The class teacher of the pupil
- The resource teacher, learning support teacher and/or special needs assistant of the pupil
- Parent(s)/Guardian(s) of the pupil
- The Board of Management
- Where applicable and where appropriate, the Principal will consult with third parties such as an SLT, OT, play therapist etc.

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**Decision Process**

After considering all the factors that relate to a specific retention application, the principal will reach a decision after consultation with the relevant personnel as listed above. The principal will then arrange a meeting with the parent(s)/guardian(s) of the pupil in question to inform them of whether the retention application has been approved or rejected.

If the application is approved, the principal will outline the educational programme and supports for the pupil for the retention year

If the application is rejected, the principal will explain the reasons for the rejection

**The allocation of classes and promotion of pupils are the responsibility of the principal and his decision in these matters is final.**

**Policy Approval/Ratification**

**Review:**

This policy will be reviewed in accordance with any changes in Department of Education policies and circulars.

**Signed on behalf of the Board of Management**:

**Chairperson:** *Mary Reidy* **Date:** *29-02-24*

**Principal:** *Nodlag O'Neill-Forde* **Date:** *29-02-24*

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**Log of Actions:**

- This policy was ratified by the BOM on 13th April 2016.
- Reviewed by staff on 16th January 2024
- Reviewed by Parents' Association February 2024
- Re-ratified by BOM on 29th February 2024