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 STATUTORY INSTRUMENTS
 

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1981 No. 630

## EDUCATION, ENGLAND AND WALES

## The Education (School Information) Regulations 1981

<i>Made - - - -</i>	15th April 1981
<i>Laid before Parliament</i>	1st May 1981
<i>Coming into Operation</i>	25th May 1981

In exercise of the powers conferred on the Secretary of State by sections 8(5) and (7) and 35(4) and (5) of the Education Act 1980 (a) the Secretary of State for Education and Science, as respects England, and the Secretary of State for Wales, as respects Wales, hereby make the following Regulations:—

*Citation, commencement and effect*

1.—(1) These Regulations may be cited as the Education (School Information) Regulations 1981.

(2) These Regulations shall come into operation on 25th May 1981 but shall not have effect so as to require the publication of any information or particulars in relation to a school year beginning before the first day of the autumn term at a school in 1982.

*Interpretation*

2.—(1) In these Regulations, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say—

“the Act of 1980” means the Education Act 1980;

“education authority” means a local education authority and, in relation to such an authority, “the offices” means the education offices;

“primary education” does not include such education provided in a middle school;

“relevant education authority”, in relation to a school, means the education authority by whom the school is maintained;

“school” means a school maintained by an education authority other than a nursery school.

(2) In these Regulations any reference to a Regulation or a Schedule is a reference to a Regulation contained therein or a Schedule thereto and any reference in a Regulation or a Schedule to a paragraph is a reference to a paragraph of that Regulation or Schedule.

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(a) 1980 c.20; relevant transitional provisions are contained in paragraph 1 of Schedule 3 to the Education Act 1980 (Commencement No. 2) Order 1980 (S.I. 1980/959).

(3) 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 education authority in pursuance of section 6(1) of the Act of 1980, a parent wishing education to be provided for his child in the exercise of the authority's functions should express such a preference.

(4) In these Regulations any reference to a child with special educational needs is a reference to a child falling within one of the categories prescribed by regulations from time to time in force under section 33 of the Education Act 1944 (a) (categories of pupils requiring special educational treatment) and any reference to special educational provision is a reference to special educational treatment within the meaning of section 8(2)(c) of that Act.

(5) For the purposes of any reference in Regulations 1(2), 5(3) and (4), 6(2), 7(2) and (4) and 8(2) to the school year to which particulars or information relate, particulars of such arrangements as are mentioned in the following provisions of section 8 of the Act of 1980, namely—

- (a) subsection (1)(a) (education authority's admission arrangements);
- (b) subsection (1)(c) (education authority's arrangements for the expression of parental preferences and appeals against admissions decisions);
- (c) subsection (2)(a) (admission arrangements made by the governors of an aided or special agreement school), and
- (d) subsection (2)(b) (arrangements so made for appeals against admissions decisions),

shall be treated as relating not to the time when a preference may be expressed, an application for admission made or a right of appeal exercised but to the school year in which a child would be provided with education or admitted as a registered pupil at a school.

(6) For the purposes of any such reference—

- (a) the information specified in paragraph 1 of Schedule 2, so far as it relates to the chairman of the governors and is correct at the date specified for the purposes of Regulation 8(2), shall be deemed to relate to the school year to which the rest of the information specified in the said paragraph relates, and
- (b) the information specified in sub-paragraph (1)(d) of paragraph 15 of Schedule 2 relating to public examinations shall be deemed to relate not to the year there mentioned but to the school year to which the rest of the information specified in the said paragraph relates.

*General information to be published by education authorities*

3.—(1) The information with respect to their policy and arrangements in respect of primary and secondary education (including such education provided in a middle school) in their area to be published by an education authority in pursuance of section 8(5) of the Act of 1980 shall be information in respect of each of the matters specified in Schedule 1.

(2) The said information shall be published as provided in Regulation 5.

*Information as respects individual schools to be published by education authorities or school governors*

4.—(1) The information to be published in pursuance of section 8(5)(a) of the Act of 1980—

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(a) 1944 c.31.

- (a) in the case of a school other than an aided or special agreement school, by the relevant education authority;
- (b) in the case of an aided or special agreement school, by the governors thereof or, in pursuance of section 8(6) of that Act, on their behalf by the relevant education authority,

shall be the information specified in Schedule 2.

- (2) The said information shall be published as provided in Regulation 6.

*Time and manner of publication by education authorities of general information, admission arrangements etc.*

5.—(1) This Regulation shall apply in relation to the publication, in pursuance of section 8(5) of the Act of 1980 (read with Regulation 3), by an education authority, of information in respect of the matters specified in Parts I and II of Schedule 1.

(2) This Regulation shall also apply in relation to the publication, in pursuance of subsection (1) of section 8 of the Act of 1980, by an education authority, of particulars of the arrangements there mentioned (including the particulars mentioned in subsections (3) and (4) of that section).

(3) Such information and particulars in relation to each school year shall be published in advance of that year and, except in so far as they relate exclusively to primary education or special educational provision, they shall be published not later than six weeks before the date up to which parents may express a preference for a school.

(4) Subject to the following paragraphs, such information and particulars shall be published—

- (a) by copies being made available for distribution without charge to parents on request, and for reference by parents and other persons—
  - (i) at the offices of the relevant education authority, and
  - (ii) at every school maintained by that authority, other than a nursery school or a special school;
- (b) by copies being distributed without charge to parents of pupils at schools maintained by the relevant education authority, other than nursery schools and special schools, who, in the year next preceding that to which the information and particulars relate, are in the final year at such schools and who might transfer to other schools so maintained, and
- (c) by copies being made available for reference by parents and other persons at the public libraries in the area of the relevant education authority.

(5) So far as the information in respect of the matters specified in paragraphs 3, 4 and 5 of Schedule 1 is concerned (schools maintained by the education authority), the information in respect of schools in a particular part of the relevant education authority's area need not—

- (a) be made available, in pursuance of paragraph (4)(a) and (c), at the offices, schools and libraries there mentioned which are outside that part;
- (b) be distributed, in pursuance of paragraph (4)(b), to the parents of pupils there mentioned who are at schools which are outside that part,

if information as to how it may be obtained is available at those offices, schools and libraries or, as the case may be, is distributed to those parents.

(6) So far as publication at schools is concerned, it shall be a sufficient compliance with paragraph (4)(a)(ii) if so much of the information and particulars as relates to schools classified as—

- (a) primary schools;
- (b) middle schools;
- (c) secondary schools (other than sixth form colleges), or
- (d) sixth form colleges,

(irrespective of the terminology used) is available only in schools of the classification in question.

(7) So far as publication by distribution to parents of pupils at a particular school is concerned, it shall be a sufficient compliance with paragraph (4)(b) if there is so published so much of the information and particulars as is relevant having regard to the schools to which pupils in the final year at that school might transfer.

(8) So far as the particulars specified in Part II of Schedule 1 are concerned (special educational provision), paragraphs (4), (5), (6) and (7) shall not apply but the particulars shall be published—

- (a) by copies being available for distribution without charge to parents on request, and for reference by parents and other persons, at the offices of the relevant education authority, and
- (b) by copies being available for reference by parents and other persons—
  - (i) at every school maintained by the relevant education authority, and
  - (ii) at the public libraries in the area of that authority.

*Time and manner of publication by education authorities and governors of information as respects individual schools*

6.—(1) This Regulation shall apply in relation to the publication, in pursuance of subsection (5) of section 8 of the Act of 1980 (read with Regulation 4)—

- (a) by an education authority, or
- (b) by the governors of an aided or special agreement school or by the relevant education authority acting on their behalf under subsection (6) of the said section 8,

as the case may be, of the information in relation to a school specified in Schedule 2.

(2) Such information in relation to each school year shall be published in advance of that year and, except in the case of a primary school (other than a middle school deemed to be a primary school) or of a special school, it shall be published not later than six weeks before whichever is the earlier of the following dates—

- (a) the date by which an application for admission to that school, in the year to which the information relates, should be made in accordance with the arrangements for admission to that school;
- (b) the date up to which parents may express a preference for a school.

(3) In the case of any school such information shall be published by copies being made available at the school for distribution without charge to parents on request and for reference by parents and other persons.

(4) In the case of a special school such information shall also be published by copies being made available at the offices of the relevant education authority for distribution without charge to parents on request and for reference by parents and other persons.

*Time and manner of publication by governors of admission arrangements*

7.—(1) This Regulation shall apply in relation to the publication, in pursuance of subsection (2) of section 8 of the Act of 1980—

(a) by the governors of an aided or special agreement school, or

(b) by the relevant education authority acting on their behalf under subsection (6) of the said section 8,

of particulars of the arrangements mentioned in subsection (2) of that section (including the particulars mentioned in subsection (3) thereof).

(2) Such particulars in relation to each school year shall be published in advance of that year and, except in the case of a primary school (other than a middle school deemed to be a primary school), they shall be published not later than six weeks before whichever is the earlier of the two dates mentioned in Regulation 6(2)(a) and (b).

(3) Such particulars shall be published by copies being made available at the school for distribution on request, without charge, to parents considering applying for their child's admission to the school and for reference by parents and other persons.

(4) Except in the case of a primary school (other than a middle school deemed to be a primary school), such particulars shall also be published by copies being distributed without charge to parents of pupils who, in the year to which the particulars relate, might transfer from other schools—

(a) which are maintained by the relevant education authority, and

(b) at which, in the judgement of the governors (having regard to the schools from which pupils have commonly transferred in previous years), there are pupils in respect of whom applications for admission to the school are likely to be made.

*Supplementary provisions relating to published documents containing information etc.*

8.—(1) This Regulation shall apply in relation to any document which contains such information or particulars as are mentioned in the preceding provisions of these Regulations and which is published in accordance therewith.

(2) Such a document shall state the school year to which the information or particulars contained therein relate and contain a warning that, though they were correct in relation to that year at a date specified in the document (not being earlier than six months before that of its annual publication), it should not be assumed that there will be no change affecting the relevant arrangements or some matter particularized—

(a) before the start of, or during, the school year in question, or

(b) in relation to subsequent school years.

(3) If it appears requisite to a Welsh education authority or, as the case may be, the governors of an aided or special agreement school in Wales that such a document should be published in Welsh as well as in English, it shall be so published and the preceding provisions of these Regulations shall apply to such publication.

(4) If it appears requisite to an education authority or, as the case may be, the governors of an aided or special agreement school that a translation of such a document in a language other than English or Welsh should be available, it shall be translated into that language and the translated document shall be published in such manner as appears to the authority or governors to be appropriate:

Provided that parents shall not be charged for a copy of the translated document if they are entitled without charge to a copy of the original document.

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**SCHEDULE 1**  
**GENERAL INFORMATION TO BE**  
**PUBLISHED BY AN EDUCATION AUTHORITY**

**PART I**  
**MISCELLANEOUS MATTERS**

1. The addresses and telephone numbers of the offices of the authority to which inquiries, in respect of primary and secondary education in their area, should be addressed.
2. The arrangements for parents to obtain the information particularised in Schedule 2 in the case of individual schools other than special schools.
3. As respects each school maintained by the authority, other than a special school—
  - (a) the name, address and telephone number of the school, and
  - (b) the expected number of pupils thereat and their age range.
4. The classification of each such school as—
  - (a) a county, controlled, aided or special agreement school;
  - (b) a primary, middle or secondary school or a sixth form college;
  - (c) a comprehensive, secondary modern, grammar or bilateral school;
  - (d) a co-educational or single-sex school;
  - (e) a day or boarding school or a school taking both day and boarding pupils;so, however, that for the purposes of sub-paragraph (b) or (c) other terminology may be used.
5. The affiliations, if any, of each such school with a particular religious denomination.
- 6.—(1) This paragraph shall only apply in the case of a Welsh education authority.  
(2) The authority's general arrangements and policies as respects the use of the Welsh language in schools other than aided or special agreement secondary schools—
  - (a) in the whole or in different parts of the authority's area;
  - (b) in all such schools or in different schools;
  - (c) by pupils of all age groups or of different age groups.(3) The information required by this paragraph shall, in particular, include information as respects—
  - (a) the use of Welsh as the language in which instruction is given in all or any subjects forming part of the curriculum;
  - (b) any normal requirement that pupils should learn Welsh, and
  - (c) the circumstances in which pupils are excepted from any such requirement and the alternative instruction, if any, provided for pupils so excepted.
7. The authority's arrangements for transfer between schools maintained by them other than special schools, otherwise than at a normal admission age, including, in particular—
  - (a) the respective functions of the authority and governors of schools as respects admission on transfer, and
  - (b) the policy followed in deciding transfers.
8. The authority's general arrangements and policies in respect of transport to and from schools other than special schools (including non-maintained schools attended by pupils in pursuance of arrangements made under section 6 of the Education (Miscellaneous Provisions) Act 1953(a) including, in particular—

- (a) the provision of free transport;
- (b) the carriage on school buses of pupils for whom free transport is not provided, and
- (c) the payment in whole or in part of reasonable travelling expenses.

9. The authority's general arrangements and policies in respect of the provision of milk, meals and other refreshment including, in particular, the remission in whole or part of charges.

10. The authority's general arrangements and policies in respect of the provision of school clothing (including uniform and physical training clothes) and the making of grants to defray expenses in respect thereof and, in particular, the address from which parents may obtain detailed information as to the assistance in this regard which is available and eligibility therefor.

11. The authority's general arrangements and policies, in the case of pupils attending maintained schools, in respect of—

- (a) the making of grants to defray expenses (other than those mentioned in paragraphs 8 and 10), 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 as to the assistance in this regard which is available and eligibility therefor.

12. The authority's general policy in respect of the entering of pupils for public examinations.

13. The authority'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 in respect of the matters mentioned in Part II of this Schedule.

14. 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

15. The authority'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 county, voluntary and special schools maintained by them for pupils with special educational needs and the use made by them of special schools maintained by other authorities;
- (c) special educational provision provided otherwise than at school.

16. The authority's arrangements and policies as respects the use of non-maintained special schools and of independent schools providing wholly or mainly for pupils with special educational needs.

17. The arrangements for parents who consider that their child may have special educational needs to obtain advice and further information.

18. The authority's general arrangements and policies in respect of transport to and from maintained and non-maintained special schools and such independent schools as are mentioned in paragraph 16.

19. The arrangements for parents to obtain the information particularised in Schedule 2 in the case of the special schools used by the authority which are maintained by them or other authorities.

20. 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.



## SCHEDULE 2

INFORMATION RELATING TO INDIVIDUAL SCHOOLS  
TO BE PUBLISHED BY AN EDUCATION AUTHORITY  
OR BY OR ON BEHALF OF THE GOVERNORS OF AN AIDED OR  
SPECIAL AGREEMENT SCHOOL

1. The name, address and telephone number of the school and the names of the head teacher and of the chairman of the governors.
2. The classification of the school as—
  - (a) a county, controlled, aided or special agreement school or a special school;
  - (b) a primary, middle or secondary school or a sixth form college;
  - (c) a comprehensive, secondary modern, grammar or bilateral school;
  - (d) a co-educational or single-sex school;
  - (e) a day or boarding school or a school taking both day and boarding pupils;so, however, that for the purposes of sub-paragraph (b) or (c) other terminology may be used.
3. Where there are specific arrangements for parents considering sending their child to the school to visit it, particulars of those arrangements.
4. Particulars of the school curriculum including, in particular—
  - (a) of the curricula for different age groups;
  - (b) of the subject choices, if any, available (including the arrangements for the making by parents and pupils of such choices);
  - (c) of the manner and context in which education as respects sexual matters is given;
  - (d) except in the case of a primary school, a middle school or a special school, of the level up to which particular subjects are taught, and
  - (e) except in the case of a primary school or a middle school, of the careers education provided.
- 5.—(1) The affiliations, if any, of the school with a particular religious denomination.
  - (2) Without prejudice to paragraph 4, particulars of the religious education provided at the school and of any arrangements as respects the exercise by the parents of a pupil of their rights under section 25 of the Education Act 1944 in relation to the pupil's attendance at religious worship or instruction.
6. Without prejudice to paragraph 4, particulars of special curricular and other arrangements made for particular classes or descriptions of pupil including pupils with special educational needs.
- 7.—(1) This paragraph shall only apply in the case of a school in Wales.
  - (2) Without prejudice to paragraph 4, particulars of the use of the Welsh language in the school by pupils of all age groups or of different age groups including, in particular—
    - (a) of the use of Welsh as the language in which instruction is given in all or any subjects forming part of the curriculum and, where instruction in any subject is given in Welsh, of the extent, if any, to which alternative instruction in English is available in that subject;
    - (b) of any normal requirement that pupils should learn Welsh, of the circumstances in which pupils are excepted from any such requirement and of any alternative instruction provided for pupils so excepted, and
    - (c) of the extent, if any, to which Welsh is the normal language of communication at the school.

8. 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.

9. Particulars of arrangements for pastoral care.

10. General arrangements as to school discipline including, in particular, the practice of the school as respects corporal punishment and the arrangements for bringing school rules to the attention of pupils and parents.

11. The main societies and activities open to, and the facilities available to, pupils at the school otherwise than as part of the education provided therein.

12. The policy or rules of the school 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 and the approximate cost of each item of such uniform.

13. Except in the case of a primary school or a middle school, the arrangements for the giving of advice and guidance as respects career opportunities, employments and vocations.

14. Changes in respect of any matter mentioned in the preceding paragraphs which it has been determined will be made after the start of the school year to which the particulars relate.

15.—(1) In the case of a school with pupils who have attained the age of 15 years, other than a special school, the following information relating to public examinations, namely—

- (a) the policy in respect of the entering of pupils for public examinations;
- (b) the public examinations for which pupils will commonly be entered;
- (c) the year at the school (“the appropriate year group”) reached by the generality of pupils taking each such examination;
- (d) in relation to the summer examinations at ordinary or advanced level for the General Certificate of Education and the examinations for the Certificate of Secondary Education held in a specified school year (being the last such year for which the information mentioned below was available at the date specified for the purposes of Regulation.8(2))—
  - (i) the number of pupils in the appropriate year groups who, subject by subject, attained each grade in each such examination, and
  - (ii) the total number of pupils in each of those appropriate year groups on the third Thursday (or, in the case of a school in Wales, the third Friday) in January in the specified year.

(2) For the purposes of this paragraph a reference to a year group includes a reference to a form or class but—

- (a) parallel forms or classes shall be treated as if they comprised a single form or class, and
- (b) a sixth form or other form or class in which pupils normally remain for more than one school year shall be treated as if it comprised separate forms or classes in which pupils normally remained for not more than one school year.

15th April 1981.

*Mark Carlisle,*  
Secretary of State for  
Education and Science.

15th April 1981.

*Nicholas Edwards,*  
Secretary of State for Wales.

## EXPLANATORY NOTE

*(This Note is not part of the Regulations.)*

These regulations relate to the publication of information as to schools and admission arrangements in relation to school years beginning on or after the first day of the 1982 autumn term (*Regulation 1(2)*); for the purposes thereof "school" is defined as a school maintained by a local education authority, other than a nursery school (*Regulation 2(1)*).

General information to be published by local education authorities is specified in Schedule 1 (*Regulation 3*). It and the particulars required to be published by section 8(1) of the Education Act 1980 are to be published as provided in Regulation 5.

Information as respects individual schools to be published by local education authorities or the governors of aided or special agreement schools is specified in Schedule 2 (*Regulation 4*). It is to be published as provided in Regulation 6.

Particulars of admission arrangements required to be published by or on behalf of such governors by section 8(2) of the Act of 1980 are to be published as provided in Regulation 7.

Regulation 8 contains supplementary provisions relating to documents containing information or particulars. In particular, it makes provision, where this appears requisite, for the publication of a document in Welsh as well as in English and for the publication of translations of documents in languages other than English or Welsh.

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