

THE SCHEDULE  
REQUIREMENTS

Regulations 4, 5 and 6

PART I  
CONDITIONS OF APPROVAL AND CONTINUING REQUIREMENTS

**Special educational provision**

- 1.—(1) The arrangements as respects—
- (a) the pupils for whom provision is made categorised by reference to—
    - (i) the number, age and sex of day and of boarding pupils, respectively, and
    - (ii) their respective special educational needs, and
  - (b) the special educational provision made for those pupils,
- shall be such as have been approved by the Secretary of State.
- (2) An approval given for the purposes of this paragraph may be expressed to have effect for only a limited period and is subject to such conditions, if any, as are specified therein being observed.

**Governing body**

2. The arrangements as respects the governing body (including, in particular, the composition and functions of that body and the appointment or election of the members thereof) shall be such as have been approved by the Secretary of State.

**Welfare of pupils**

3. The governing body shall make such arrangements for safeguarding and promoting the welfare of the pupils at the school as shall have been approved by the Secretary of State.

**School not to be conducted for profit**

- 4.—(1) The school shall not be conducted for profit.
- (2) No member of the staff shall have a financial interest therein otherwise than by reason only of his being employed for the purposes thereof at a salary unrelated to the financial performance of the school.

**Premises**

- 5.—(1) The premises of the school shall, subject to sub-paragraph (2), conform to the standards prescribed by regulations(1) from time to time in force under section 10 of the Education Act 1944 and applicable in the case of a maintained special school.
- (2) If the Secretary of State is satisfied with respect to the school that it would be unreasonable to require conformity with a requirement of the said regulations as to any matter having regard to all the circumstances of the case, he may give a direction that the school premises shall, while the direction remains in force, be deemed to conform to the prescribed standards as respects matters with

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(1) The regulations currently in force are the Education (School Premises) Regulations 1981, S.I.1981/909, as amended by S.I. 1989/1277, 1990/2351 and 1993/559.

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which the direction deals if such conditions, if any, as may be specified in the direction as respects those matters are observed.

## PART II

### FURTHER CONTINUING REQUIREMENTS

#### **Changes as respects special educational provision or governing body**

6.—(1) Where any change is proposed in the arrangements mentioned in paragraph 1 or, in the case of a non-maintained special school, in paragraph 1 or 2, the Secretary of State shall be given written notice of the proposed change and effect shall not be given to the proposal unless and until the changed arrangements have been approved by him for the purposes of the paragraph in question.

(2) If, in the case of a non-maintained special school, the arrangements mentioned in paragraph 2 do not provide for the governing body to include—

- (a) at least one member appointed by one or more local education authorities,
- (b) at least one member elected by teachers at the school from among their number, and
- (c) at least one member elected by, or appointed to represent, parents of children at the school, being, if not such a parent, a person with a child of compulsory school age,

then, at the request of the Secretary of State and by a date specified by him, changed arrangements shall be proposed (to take effect as soon as is reasonably practicable) which would result in the governing body including such members appointed or elected as aforesaid as are specified by the Secretary of State; and any steps necessary or expedient for the purpose of making such a change shall be taken.

#### **Admissions and special educational provision**

7. No pupil shall be admitted to the school unless he falls within the category specified in the arrangements mentioned in paragraph 1 which are for the time being approved for the purposes thereof (“the approved arrangements”) and the special educational provision made in pursuance of those arrangements shall be suited to the pupils at the school (having regard to their different ages, abilities and aptitudes and, in particular, special educational needs) and shall be efficiently provided.

#### **Pupil numbers**

8. The number of pupils at the school shall at no time exceed the number specified in the approved arrangements.

#### **Health of pupils**

9.—(1) Provision shall be made—

- (a) for the care and supervision of the health of the pupils at the school by appropriately qualified persons with, in the case of a school providing for pupils with a particular type of disability, experience relevant thereto, and
- (b) for the maintenance of medical and dental records.

(2) Without prejudice to the generality of sub-paragraph (1), in the case of a non-maintained special school, provision shall be made (by way of arrangements in pursuance of paragraph 1(b)

of Schedule 1 to the National Health Service Act 1977(2) or otherwise) for the medical and dental inspection at appropriate intervals of the pupils and their medical and dental treatment.

### **Collective worship and religious education**

**10.** Arrangements shall be made to secure that, so far as practicable, every pupil attending the school will attend daily collective worship and receive religious education, or will be withdrawn from attendance at such worship or from receiving such education, in accordance with the wishes of his parent.

### **Sex education**

**11.**—(1) Arrangements shall be made to secure that, with effect from 1st September 1994, every pupil who is provided with secondary education at a grant-maintained special school or a non-maintained special school will receive sex education, or will be wholly or partly excused from such education (except in so far as it is comprised in the National Curriculum) if his parent so requests.

(2) As from that date the governing body of a grant-maintained special school or a non-maintained special school shall, in relation to pupils who are provided with secondary education at the school—

- (a) make and keep up to date a separate written statement of their policy with regard to the provision of sex education, and
  - (b) make copies of the statement available for inspection, at all reasonable times, by parents of pupils at the school and provide a copy of the statement free of charge to any such parent who asks for one.
- (3) In this Schedule, “sex education” includes education about—
- (a) Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus, and
  - (b) any other sexually transmitted disease.

### **Milk, meals and refreshment**

**12.**—(1) In the case of a non-maintained special school, the governing body—

- (a) shall provide such facilities as they consider appropriate for the consumption of any meals or refreshments brought to school by day pupils, and
- (b) shall ensure, in relation to a day pupil whose parents are in receipt of income support or who is himself in receipt of it, that such provision is made for him in the middle of the day, by way of milk, a meal or other refreshment, as appears to them to be requisite.

(2) In the case of such a school, no charge shall be made—

- (a) for facilities provided in pursuance of sub-paragraph (1)(a), or
- (b) for anything provided in pursuance of sub-paragraph (1)(b) for such a pupil as is there mentioned.

(3) Subject to sub-paragraph (2), the governing body must charge for anything provided by them to day pupils by way of milk, a meal or other refreshment and must charge every pupil the same price for the same quantity of the same item.

(4) Nothing in this paragraph shall be construed as precluding the governing body of a school, when determining the tuition and other fees payment of which is a condition of attendance at the school, from taking into account the net cost to them of providing for day pupils—

- (a) such facilities as are mentioned in sub-paragraph (1)(a) and

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(2) 1977 c. 49.

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- (b) milk, meals and other refreshment.

### **Incident and punishment books**

**13.**—(1) An incident book shall be kept in which there shall be recorded—

- (a) any incident, involving a person who either is a pupil or is employed or a volunteer working at the school, which results in personal injury (to that or some other person) or damage to property, and
- (b) any loss of, theft of, or damage to, property (otherwise than as a result of such an incident) where the property is that of such a person as aforesaid or school property,

without prejudice to the recording therein of other incidents and matters.

(2) A punishment book shall be kept in which there shall be recorded disciplinary measures taken against pupils.

### **Reports on pupils to local education authorities**

**14.** A report on each pupil in respect of whom a local education authority maintain a statement under section 168 of the 1993 Act shall be furnished to that authority at least once a year.

### **Non-teaching staff**

**15.** In the case of a residential school, there shall be employed staff suitable and sufficient in number for the purposes of securing the proper care and supervision of the children accommodated thereat, including any children so accommodated during school holidays, and of attending to their welfare.

### **Staff not to suffer discrimination on grounds of religion**

**16.**—(1) No person shall be disqualified, by reason of his religious opinions or of his attending or omitting to attend religious worship (“reasons of religion”) from being appointed to any teaching or other post at the school:

Provided that this sub-paragraph shall not apply—

- (a) in the case of a non-maintained special school if a majority of the governing body have been appointed to represent the interests of a particular religion or religious denomination or if the school has other such religious or denominational affiliations;
- (b) in the case of any school, in relation to the appointment of a Chaplain.

(2) No person employed at the school shall, for reasons of religion or because he does or does not give religious education, receive any less emolument or be deprived of, or be disqualified for, promotion or other advantage.

### **Accounts**

**17.**—(1) In the case of a non-maintained special school—

- (a) proper accounts, and proper records in relation to those accounts, shall be kept;
- (b) an annual statement of accounts shall be prepared, and
- (c) the accounts and annual statement shall be audited by an auditor eligible for appointment as a company auditor under section 25 of the Companies Act 1989(3).

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(3) 1989 c. 40.

(2) If the Secretary of State directs in the case of such a school, he shall be furnished with a copy of the annual statement of accounts for any year or years specified in his direction and the auditor's report in respect of that year or those years.

(3) A copy of the annual statement of accounts for such a school, for the last year for which it is available shall, on request, be furnished to any local authority which arranges for pupils to attend the school.

### **Reports and returns**

**18.**—(1) In the case of a non-maintained special school, the Secretary of State shall be furnished with such reports, returns or information relating to the school as he may require.

(2) In the case of any school taking boarding pupils, any death occurring among those pupils shall be forthwith reported to the Secretary of State in writing.

### **Access to school by local authorities and participation in annual reviews**

**19.**—(1) In the case of a non-maintained special school, a person authorised by a local authority which arranges for pupils to attend the school shall be afforded access to the school at all reasonable times.

(2) At the request of the local education authority the governing body, head teacher and staff of such a school shall participate in any review, conducted by the authority pursuant to section 172(5) of the 1993 Act<sup>(4)</sup>, of a statement under section 168<sup>(4)</sup> of that Act which relates to any registered pupil at the school, making no charge to the authority for such participation.

### **Prospectus**

**20.** In the case of a non-maintained special school, the governing body—

- (a) shall prepare and publish in advance of each school year a prospectus giving information about the school in relation to the school year in question, including, in particular, the information specified in Part III of this Schedule; and
- (b) shall send a copy of each year's prospectus to the Secretary of State and, on request, to any local authority which arranges for pupils to attend the school and to the parents of any registered pupil at the school or of any other child.

## **PART III**

### **INFORMATION TO BE PUBLISHED BY THE GOVERNING BODY OF A NON-MAINTAINED SPECIAL SCHOOL**

**1.** The name, address and telephone number of the school and the names of the head teacher and of the chairman of the governing body.

**2.** The classification of the school as a day or boarding school or a school taking both day and boarding pupils.

**3.** The description of pupils for whom provision is made categorised by reference to—

- (a) the number, age and sex of day and of boarding pupils, respectively, and
- (b) their respective special educational needs.

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<sup>(4)</sup> Sections 168 and 172(5) are not in force at the date of making of these regulations.

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4. Where there are specific arrangements for parents of pupils at the school, or parents considering sending their child to the school, to visit it, particulars of those arrangements.

5.—(1) Particulars of the school curriculum including, in particular—

- (a) the curricula for different age groups;
- (b) the subject choices, if any, available (including the arrangements for the making by parents and pupils of such choices);
- (c) the manner and context in which sex education is given in accordance with paragraph 11 in Part II of this Schedule; and
- (d) the careers education provided.

(2) Particulars relating to the school curriculum including, in particular—

- (a) a list of the external qualifications for which courses of study are provided for pupils of compulsory school age at the school and which are for the time being approved by the Secretary of State or by designated body under section 5 of the Education Reform Act 1988;
- (b) the titles of the syllabuses associated with the qualifications referred to in subparagraph (a), or, where criteria for determining a syllabus have been so approved, a statement to that effect;
- (c) a list of the external qualifications, and the names of the syllabuses associated with them, which are offered to pupils over compulsory school age; and
- (d) the arrangements for the inspection and (where applicable) the obtaining of copies of any documents which are for the time being required to be made available by or under the Education (School Curriculum and Related Information) Regulations 1989<sup>(5)</sup> or the Education (School Curriculum and Related Information) (Wales) Regulations 1991<sup>(6)</sup>.

6.—(1) The affiliation, if any, of the school with a particular religion or religious denomination.

(2) Without prejudice to paragraph 5, particulars of the religious education provided at the school and of any arrangements for the parent of a pupil to express his wish that the pupil be withdrawn from attendance at collective worship or religious education, as mentioned in paragraph 10 in Part II of this Schedule.

7. Without prejudice to paragraph 5, particulars of special curricular and other arrangements made for particular classes or descriptions of pupil.

8.—(1) This paragraph shall only apply in the case of a school in Wales.

(2) Without prejudice to paragraph 5, 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.

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(5) S.I. 1989/954; amended by S.I.1989/1136, 1990/1109, 1991/1278 and 1582 and 1992/1089.

(6) S.I. 1991/1658; amended by S.I. 1991/1813 and 1993/998.

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**9.** 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.

**10.** Particulars of arrangements for pastoral care.

**11.** General arrangements as to school discipline and the arrangements for bringing school rules to the attention of pupils and parents.

**12.** 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.

**13.** Particulars of the tuition and other fees payment of which is a condition of attendance at the school, including boarding fees in the case of a school which takes boarding pupils.