



**Cloontuskert N.S.
Cloontuskert,
Lanesboro,
Co. Roscommon.
N39 AT80.
Roll No. 18116S**

**Cloontuskert N.S.
Policy on the
Retention of Pupils in the Same Grade**

Reviewed: January 2026

Retention of Pupils in the Same Grade

Introduction

The Board of Management of Cloontuskert N.S. has drawn up this policy on the retention of pupils in the same grade in consultation with the staff and the B.O.M. This policy is set out in accordance with the Department of Education and Skills recommendations, in particular those within Circular 32/03.

Policy Aim

To provide guidance for the school management team 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 eight year course, consisting of a two year infant cycle followed by six years in standards from first to sixth: 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 the children's needs.

In Cloontuskert National School and in line with D.E.S. provision (Primary Circular 32/03) pupils receive substantial support to help them in their learning. These supports include:

- Differentiation of learning activities by class teachers to respond to individual pupils' learning needs
- Support from Special Educational Needs Teachers, E.A.L. Teachers and Special Needs Assistants.

These supports help our pupils to make progress in keeping with their needs and abilities and to move through the different class levels in the school along with their class peers.

Procedures

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

- As per the Department of Education and Youth policy, 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.

Making an Application

- An application in writing must be made by the parents or guardians wishing to have a pupil retained in the same grade level.
- Any decision to acquiesce to a request to repeat a grade will be based on the developmental/learning needs of the child only. In such exceptional circumstances a Principal teacher, following consultation with the Special Education Needs Teacher, the class teacher and parent(s), may conclude that a pupil would benefit educationally by repeating a grade level.

Record Keeping

A record outlining the educational basis for the decision to retain a child will be kept for any pupil so retained. In addition, a Student Support File will be drawn up and will indicate what interventions will be put in place for the child to maximise their learning experience and what the expected benefit will be. These records will be retained within the school and will be brought to the Inspector’s attention by the Principal when s/he visits the school.

Communication and Implementation of the Policy

This policy will be communicated to all parties and will be published on the school website. The Principal in conjunction with the BOM will be responsible for the implementation of this policy.

Signed:

Chairperson of the BOM

Principal

Date: _____

