

 **St. Senan’s N.S.**

ENROLMENT/ADMISSIONS POLICY

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**Introduction**

Aims

The aims of the policy are:

* To streamline the enrolment procedure
* To implement the provisions of the Education Act 1998 and the Educational Welfare Act 2000
* To effectively communicate the enrolment policy to prospective parents/guardians.
* To honour the school’s commitment to promoting inclusion, equality and parental choice.

SECTION A. GENERAL INFORMATION:

The Board of Management of St. Senan’s National School, Kilmacow, is setting out this policy in accordance with the provisions of the Education Act 1998, and by so doing it trusts that parents will be assisted in relation to enrolment matters. Furthermore the Chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from the policy.

St. Senan’s N.S. is a Catholic school under the patronage of the Bishop of Ossory. The staff teach the full range of classes from junior infants to sixth class. The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by that department. Accordingly, school policy must have regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act 1998, and the funding and resources available, the school supports the principles of:

* Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs;
* Equality of access and participation in the school;
* Parental choice in relation to enrolment;
* Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

SECTION B. ENROLMENT PROCEDURES:

**Application Procedure**

The Board is bound by the Department of Education and Science *Rules for National Schools* which provides that pupils may only be enrolled from the age of four years and upwards, though compulsory attendance does not apply until the age of six years.

Children starting school for the first time will be normally enrolled between 1st and 30th Sept., both days included, provided they are four years of age.

Parents/Guardians who wish to enrol pupils in junior infants will be invited to apply to have their child considered for enrolment through a notice on the parish bulletin, announcement at mass and through contact with the local playschools during the middle of the second term. Parents/Guardians may also submit their child’s name, at any stage, to be included in the above invitation.

Parents/Guardians will be asked to visit the school, with their child, where they may collect the application form and relevant school policies and discuss relevant matters concerning the child and the school. Enrolment application forms should be returned to the school by the date specified on the Application for Enrolment.

Certain information will be required when pupils are being enrolled and a specific enrolment application form will be provided for this purpose. Such information will include:

* Pupil’s name, address and birth certificate
* Pupil’s PPSN
* Name and addresses of pupil’s parents/guardians
* Contact telephone numbers and email addresses
* Contact telephone numbers in case of emergency
* Details of any medical conditions which the school should be aware of
* Previous school attended, if any, and reasons for transfer, if applicable
* Any other relevant information (including any such other information as may be proscribed under the Education Welfare Act 2000)

A revision of the details on the enrolment form will be requested annually.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents/guardians of its decision within 21 days of receiving such information. In general and in so far as is practicable pupils will be enrolled on application, provided there is space available.

In this regard the Board reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

* Size of available space in classrooms
* Educational needs of children of a particular age
* Multi-grade classes
* Presence of children with special educational/ behavioural needs
* DES guidelines in relation to class size and staffing provisions
* The health and welfare of pupils

In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available preceding or during the school year (due to the Board being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

1. Children of current school staff – priority according to the age of the child.
2. Whether there are siblings of the proposed new entrants already in the school- priority to oldest
3. Other children living within the parish– priority to oldest
4. Other children whose home address is closest to the school (as measured by a straight line an OS map) if the child is normally resident outside the parish/ agreed catchment area

## **Enrolment of Pupil with Special Needs**

In order to assist the Board in establishing the educational and training needs of a child relevant to his/her disability or special needs and to profile the support services required a copy of a medical and/or psychological report will be requested. Where such a report is not available, the Board will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support needs necessary.

Following receipt of the report, the Board will assess how the school can meet the needs specified in it. Where the Board deems that further resources are required it will, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

These resources may include access to, or the provision of, any, or a combination of the following:

* Visiting teacher service
* Resource teacher for special needs
* Special needs assistant
* Specialised equipment or furniture
* Transport services
* Other

The school will meet with the parents/guardians of the child to discuss the child’s needs and the school’s suitability and capability in meeting those needs. Where necessary a full-case conference will be held which will include parents/guardians, principal, class teacher, learning support teacher, resource teacher, inspector or psychologist as appropriate.

It may be necessary for the Board to, out of consideration for the health or/and safety of the pupil or his/her classmates, defer enrolment pending:

* The receipt of an assessment report and/or
* The provision of appropriate resources by the Department of Education and Science to meet the needs of the child.

### **Pupils Transferring**

Other pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills. Prior to enrolment, parents of transferring pupils will be required to provide an up to date report from the child’s previous school. The transfer of such pupils will also be subject to provisions contained in The Education Welfare Act as it is being implemented over the period 2000-2002.

The Board reserves the right, to review annually, the enrolment of all pupils.

**Refusal to Enrol**

In the case of a refusal to enrol, parents will be advised that they have the right to appeal the Board’s decision, within 24 calendar days from the date they were notified by the Board, by availing of section 29 of the Education Act. Parents may appeal to the Secretary General, Department of Education and Skills, using the procedure outlined in circular 22/2002 from the Department of Education and Skills. A copy of the circular and an appeals application form are available from the school.

**Suspension and Expulsion**

Children enrolled in the school are required to co-operate with and support the School/ Board of Management’s Code of Behaviour as well as all other policies on curriculum, organisation, and management. Policies may be added to and revised from time to time. The Board places parents/guardians responsible for ensuring that their child(ren) co-operate with those policies in an age-appropriate way. In accordance with the Department of Education and Skills’ rules for National Schools, a pupil may be suspended or expelled.

In the case of suspension for a cumulative period of over 20 schooldays or expulsion, parents will be advised that they have the right to appeal the Board’s decision, within 24 calendar days from the date they were notified by the Board, by availing of section 29 of the Education Act. Parents may appeal to the Secretary General, Department of Education and Skills, using the procedure outlined in circular 22/2002 from the Department of Education and Skills. A copy of the circular and an appeals application form are available from the school.

**Meeting & Familiarisation for Pupils and Parents**

An informal event will be organised during June when the incoming Junior Infants and their parents/guardians will be invited to the school. The children will spend a short while in their classroom and meeting their teacher. Older pupils may assist with this event. The parents/guardians will meet with the Principal and Class Teacher to discuss the coming year and any concerns will be addressed.

**Success Criteria**

* Effective communication of relevant information between schools with pupils transferring
* Provision of resources for Special Needs Children prior to enrolment
* The smooth and positive integration of pupils
* Parental satisfaction with enrolment procedure
* Staff satisfaction with enrolment procedure

**Roles and Responsibility:**

The principal will co-ordinate the progress of the policy, encourage and accept feedback on its implementation from parents and Board of Management members and report back to the staff. The policy will be reviewed as required. Responsibility for co-ordinating the review of the policy will be undertaken by the Principal.

A copy of this policy may be viewed at the school.