



Enrolment Policy in Castleiney N.S

Introduction

The Board of Management of Castleiney National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher, MR. Jody Harkin will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

General School Information

Name of School: Castleiney National School
Telephone No. (0504) 32474

Castleiney National School is a (Catholic) National school for boys and girls under the patronage of the Catholic Archbishop of Cashel and Emly, His Grace, Kieran O'Reilly. The school aims to promote the full and harmonious development of all pupils; cognitive, intellectual, physical, cultural, moral and spiritual.

At present, the teaching staff is comprised of 2 classroom teachers, including principal teacher, a shared learning support teacher, and part-time resource teacher and 1 classroom assistant. The full range of classes is taught in the school and classes are of mixed gender.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Class starts at 9.20 a.m. and finishes at 3.00 p.m. Infant Classes finish at 2.00 p.m.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school,

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and



- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Legal Framework

Section 9 (j) of the Education Act 1998 specifies, that "A recognized school shall ...Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school".

Section 15 (2) (d) states the Board of Management shall "publish The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents' choice are respected".

Section 27 (1) states that "A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school" and (2) that "the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers".

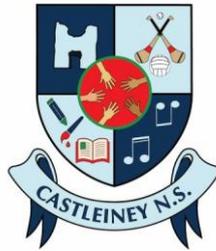
The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school's Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information "make a decision in respect of the application concerned and inform the parent in writing thereof"

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of "gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community" regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

Goals

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation



- To specify what information is required by the school at the time of application

Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It will make every effort to secure those resources – where the resources cannot be secured the school may refuse admission. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Roles and responsibilities in developing and implementing this policy:

Roles of Board of Management

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
 - a) For the purposes of fostering and appreciation of learning among students attending the school and
 - b) Encouraging regular attendance at the school on the part of all students

Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees



- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code and an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

Role of Teaching staff

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

Role of Students

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

Role of Parents

- To support the policy and to co-operate fully with the school in its implementation



- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

Policy Considerations

The Board of Management of Castleiney National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Castleiney National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled.

Procedures for enrolment in Castleiney National School

1. All pupils must complete a school enrolment form and return to school as soon as possible before the child wishes to enrol. This is available on request from the school at anytime during the school year.
2. Under the rules of the Department of Education and Skills, pupils may only be enrolled from the age of four years upwards on September 1st of their first school year.
3. Pupils will, as a rule, only be admitted to Junior Infant classes during the month of September. However, children who wish to apply to transfer to the school from another primary school may do so at any time during the school year. Enrolment will be based on information given regarding educational progress, previous attendance and any other relevant details will be requested.



4. On a request for an enrolment application form, parents/guardians will also be given a copy of the school's Code of Behaviour. As a condition of enrolment, parents/guardians are asked to read the code. They will then be required to confirm in writing that the code is acceptable to them and they will adhere to this code. Should parents/guardians have any queries regarding any aspects of the code, they are welcome to make a request, if they so desire, to discuss the matter with the school principal.

Application for immediate admission in the current school year

- Application forms are available from the school secretary.
- Enrolment will be based on the criteria mentioned in procedures for enrolment as above.

Enrolment of pupils with special needs

In relation to applications for the enrolment of children with special needs, the Board of Management may request a copy of any relevant medical or psychological reports that are available. If such a report is not available, it is open to the Board to request that the child be assessed prior to enrolment. The purpose of the assessment is to establish the education needs of the child relevant to his disability/ special needs and to profile the support services required.

Following receipt of any necessary reports, the Board of Management shall assess the capabilities of Castleiney National School to meet the needs specified in the report. If further resources are required, the B.O.M will, prior to enrolment, request the D.E.S. to provide the required resources. These may include any combination of the following; visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport or other services. The principal will meet the parents/guardians of the child to discuss the child's needs and the suitability and capability of Castleiney National School to meet those needs.

Refusal to enrol

While recognizing the right of parents/guardians to enrol their children in the school of their choice, The B.O.M. of Castleiney National School has the responsibility to respect the rights of the existing school community and, in particular, the children already enrolled.

Refusal to enrol children can only occur in the following situations;



1. When a pupil has special needs that, even with additional resources available from the D.E.S., the school cannot meet such needs or provide the pupil with an appropriate education.
2. In the opinion of the B.O.M., when a pupil poses an unacceptable risk to other pupils, school staff or school property.
3. When with regard to Health and Safety considerations, the available space in the classroom is deemed to be unable to facilitate the numbers wishing to enrol.
4. When the numbers wishing to enrol in class exceed the D.E.S. pupil teacher ratio guidelines.

In the case of points 3 & 4, priority shall be given to;

- a) Children living in the parish
- b) Siblings of pupils in the school
- c) Children of current staff including ancillary staff
- d) Children with previous connections to the school

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

Right of Appeal

Section 29 of the Education Act (1998) provides a right of appeal against a decision to refuse a request for enrolment.

Decisions by the B.O.M. to refuse enrolment must be communicated in writing to the parents/guardians within 21 days of the school receiving the completed school enrolment form.

Monitoring Procedures

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to them by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

Ratification of Policy



This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on _____.

Signed: _____ Signed: _____
Chairperson of Board of Management Principal

Date: _____ Date: _____

Date of next review: **Every June review will take place.**