

Scoil Íosagáin

Policy on: Enrolment

Enrolment Policy

Introduction

The Board of Management of Scoil Íosagáin 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 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: Scoil Íosagáin, Upperchurch

Telephone No: (0504) 54331

Chairperson: P.J. Harrington

Principal: Alma Quinn

Email: upperchurchns@eircom.net

Website: www.upperchurchns.ie

Scoil Íosagáin is a co-educational primary school under the patronage of the Catholic Bishop of Cashel & Emlý. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

At present the staffs is comprised of 5 full time class teachers, including the Principal, 1 Resource teacher, 1 Learning Support teacher and 2 Special Needs Assistants. The school caters for the full range of classes from Junior Infants to Sixth class.

Class starts at 9.20am and finishes at 3.00pm. Infant Classes finish at 2.00pm.

Scoil Íosagáin operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed by the Department, which may be amended from time to time in accordance with the Education Act 1998. Our School depends on the grants and teacher resources laid down by the Department of Education and Skills. Within the context and parameters of the Department regulations and programmes, the rights of the patron as set out in the Education Act and the funding and resources available, the school supports the principles of inclusiveness. Equality of access is the key value that determines the enrolment of children to our 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. 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.

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.

Children enrolled in Scoil Íosagáin, are required to co-operate with and support the school's Code of Behaviour and Anti-Bullying Policy as well as the school's designated policies on Curriculum, Organisation and Management. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the school Code of Behaviour and Anti-Bullying Policy are made available to parents on enrolment (see Appendix).

In the unlikely event of repeated serious misbehaviour the school will follow procedures for suspension and expulsion as set out in the National Education Welfare Board (NEWB) guidelines.

The school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Non-Catholic pupils may be exempted from the religious education programme at the request of their parents.

The Board of Management of Scoil Íosagáin has formally adopted and implemented Child Protection Procedures for Primary and Post Primary School, 2011 which is based on Children First: National Guidelines for the Protection and Welfare of Children 2011. Our policy is accessible on the school website under POLICIES. A copy of our "Child Protection Policy" is made available to parents on enrolment and is also available from the school office.

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.

- 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.

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 guardians 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, parents and Board of Management.
- 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 Anti-Bullying Policy.
- To provide, on request, to any parent of a child registered in the school a copy of the Code of Behaviour and Anti-Bullying Policy.

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 and/or Special Education 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 implementation of this policy.

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 implementation and to make recommendations for improvement where appropriate.

Policy Considerations

The Board of Management of Scoil Íosagáin 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, traveler 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 of Scoil Íosagáin again, in its Policy of Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety concerns regarding staff and children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Skills class size directives
- Appropriate supports and resources are available
- Time of school year

Application Procedures

The Enrolment process for Junior Infants begins in the month of January. Advance notification of enrolment for the following school year is sent:

- to the parents with pupils already in the school
- to the school community via school web site and local playschool
- Notice is placed in the Tipperary Star Newspaper

A list of prospective Junior Infant children is compiled and an enrolment pack is sent out to each family. The registration process is initiated on receipt by the school of a completed application form (See Appendix 2). This form must be signed and dated by one or both parents or guardians.

An application form for enrolment must be accompanied by an original Birth Certificate and any other relevant reports i.e medical/psychological/speech & language reports.

We ask parents to inform the school if their child has identified special needs or if there are concerns about any aspect of their child's development that might be relevant to the school. This will assist the school to ensure that suitable education/assistive technology/teaching/care needs resources can be sought to support the child's needs.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.

It is the policy of Scoil Íosagáin to request up to date Psychological Reports and/or Medical Reports etc...for a child with identified special needs who is seeking a place in this school. The purpose of assessment reports is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required. Where the Board deems that further resources are required it will make an application (with the consent of Parents) to the National Council for Special Education (NCSE) and/or the Department of Education and Skills (DES) to seek the provision of resources to meet the needs of the child as outlined in the psychological and/or medical report.

All applications for enrolment should be lodged with the school by the end of February of the year that the child is to commence school.

Admission of Junior Infants takes place on the first day of the academic year. Any child who has not reached his/her fourth birthday cannot be enrolled at this time.

Parents of new pupils will be contacted in May in writing to invite them to an Information Meeting in the school, normally held in June. It is important that parents attend this meeting.

Prospective Junior Infant pupils are invited to visit the school for an Infant Induction Day in June to familiarise themselves with the school and classroom environment.

Enrolment of Children in Classes other than Junior Infants/Pupils Transferring from other schools

Children wishing to enrol into classes (senior infants – sixth class) or children seeking to transfer to Scoil Íosagáin from other schools are enrolled subject to the Rules Governing National Schools, as well as Scoil Íosagáin Enrolment Policy. It is advised that parents who seek enrolment for child/children or who seek to transfer a child/children from another school should apply to the school in advance of the commencement of the school year if possible.

Having received an application form, the school will meet with the parents before enrolment of the child. The principal shall ascertain from the parent whether the pupil was previously enrolled in another National School. In order to assess the needs of the child the Principal will seek all reports relating to that child from the principal of the school where the child previously attended. Parents are asked to give their permission to the principal of Scoil Íosagáin to seek such information.

Enrolment of Children with Special Needs

Parents are asked on the application form to list, detail and attach any reports/assessments/needs their child has had since the time they were born, or any concerns they may have about their child's behaviour or needs. If the Board of Management becomes aware in September (or earlier or later than September) that parents did not disclose honestly the needs of their child on the application form or withheld reports, the child's admission to the school may be deferred until the BOM has time to assess how the school could meet the needs specified in reports and until resources are in place to meet the child's needs.

Having received an application form, the school will meet with the parents, before enrolment of the child, to discuss the child's needs and the school's suitability or capability in meeting those needs. The Board of Management of Scoil Íosagáin, through the principal, will request a copy of all the child's medical and/or psychological report/s. If this is not available the Board will request that the child be assessed immediately. This report is requested to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special education needs and to profile the support services required. Following receipt of the report, the Principal on behalf of the BOM will assess how the school could meet the needs specified in the report. If necessary, a full case conference involving all parties may be held. While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of Scoil Íosagáin is also responsible to respect the rights of the existing school community and in particular, the children already enrolled and their siblings. The Board of Management may decide to enrol the child but to defer admission until the resources the child needs are in place in the school, for example a ramp to allow wheelchair access.

Where the Board deems that resources are required, the principal, on behalf of the Board of Management will apply to the Special Education Needs Officer (SENO) for the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the provision of any or a combination of the following: teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. If the SENO does not sanction the resources necessary to meet the child's needs the Board of Management will appeal the decision of the SENO. The Board may decide to defer admission of an enrolled child to the school, pending the receipt of an assessment report and/or the provision of appropriate resources by the DES to meet the needs specified in the psychological and/or medical report.

Refusal to Enrol in Exceptional Circumstances

The Board of Management reserves the right to refuse enrolment in exceptional circumstances where (i) a child has special needs such that, even with additional resources available from DES/NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education (ii) in the opinion of the Board of Management a child poses an unacceptable risk to other pupils, school staff and/or school property.

Appeals Procedure

Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for appeal, and lodged within ten days of receiving the refusal. Parents who are dissatisfied with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. The appeal must be lodged within 42 days of the receipt of the refusal from the school to enrol their child.

Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application
- Positive Parental feedback

Monitoring Procedures

The implementation 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 in December each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

Review Procedure

This policy will be reviewed by the full staff and Board of Management every three years. Any staff member, board member, parent, guardian who is unhappy with the content or the implementation of this policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur [REDACTED] during the school year 2017/2018.

Communication/Circulation of Policy

Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parent Teacher Association. A record of the review and its outcome will be made available, if requested, to the Patron and the Department.

Ratification

This policy was ratified by the BOM on June 2017.

Signed P.J. Harrington
Chairperson, Board of Management

Date 6th June 2017

Signed Alma Quinn
Principal

Date 8th June 2017