

## Policy on Enrolment

### INTRODUCTION

The Board of Management wish to state that this enrolment policy is set out in accordance with the provisions of the Education Act 1998, so that the parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, Rev Fr. Thomas Flynn, Drumcong and the principal teacher, Ms Angela White, St. Brigid's School, will be happy to clarify any further matters arising from the policy.

### **Ethos and mission of School**

St Brigid's school is a Catholic Primary School. The ethos of our school is to promote Catholic teaching and values. Implicit in this ethos is the intention to respect the rights of all children and their parents regardless of their denomination. The school aims to provide a happy learning/teaching environment where each child's self-esteem, spiritual, moral, academic, social and physical well-being is nurtured.

### **Rationale**

To provide a clear policy for the enrolment of students in the school for management and staff of St Brigid's school and to inform parents/guardians of prospective pupils of the school's policy.

### **Aims**

To provide a fair, open and transparent policy for the enrolment of pupils in the school.

### **SCHOOL DETAILS**

St. Brigid's National School  
Drumcong  
Carrick-on-Shannon  
Co. Leitrim  
*Tel:* 071-9642315  
*Email:* drumcongns@eircom.net  
www.drumcongns.ie

St. Brigid's School is a mixed Catholic school and is under the patronage of Bishop Colm O' Reilly.

### **TEACHERS**

Principal	1 Teaching Principal
Classroom Teachers	5
Learning Support	1 full time and I shared with Drumshanbo School
Resource Teacher	1 Full time

The full range of classes is taught in the school from Junior Infants to Sixth Class. All classes are mixed.

St. Brigid's School depends upon grants and teacher resources provided by the Department of Education and Skills and operates within the regulations laid down from time to time by the Department. School policy will 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)

In so far as possible, within the context and parameters of Departmental 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 principle of equality of access which is considered as the key value in terms of enrolment policy.

### **EQUALITY OF ACCESS**

*No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious/political beliefs and values, family or social circumstances. St. Brigid's School fosters respect for the diversity of values, beliefs, traditions, language and ways of life in society.*

### **OPENING HOURS**

Junior Infants/Senior Infants:	9.20 – 2.00 p.m.
All other classes:	9.20 – 3.00 p.m.
Morning Break:	10.50-11.00 a.m.
Lunch:	12.30 –1.00 p.m.

### **PROCEDURE FOR ENROLMENT**

Enrolment for Junior Infants can take place at any time during the school year but usually about the beginning of March. The Board will indicate to the community the time for enrolment by placing a notice in the parish bulletin, local newspaper and/or by forwarding written notification to parents of all children of school-going age:

- On the Baptismal Register
- Who already have siblings in the school
- Who are known in the parish

The parents will also be required to complete an enrolment form, which will seek the following information:

- Name
- PPS No.
- Address
- Date of Birth
- Religion
- Father's Name
- Mother's Name
- Guardian's Name
- Details of medical conditions of which school should be aware of
- Contact telephone numbers in event of emergency
- E-mail address of parents/guardians
- Last school attended and reasons for transfer (if applicable)

- For children who intend to receive the sacraments, a copy of the child's baptismal certificate is required for children who were not baptised in the parish.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of receiving such information.

As a general principle and in so far as practicable having regard to the enrolment policy, children, for whom the Enrolment Application forms have been returned, will be enrolled on application provided there is space available. The Board of Management is bound by the Department of Education and Skills' (*Rules for National Schools*) which provides for the fact that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

The Board will have regard to relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

In the event of the number of children seeking enrolment in any given class exceeding the number of places available, preceding or during the school year, the following criteria will be used to prioritise children for enrolment:

- (a) Children living within the parish.
- (b) Children with siblings already attending the school.
- (c) Children of staff members.
- (d) First-come, first-served basis.
- (e) In the event of being unable to enrol a child in the class at the beginning of the school year or mid-year, due to implementation of the above list of priorities, then the child will receive priority for the subsequent school year over other children on the waiting list.

#### **ADMISSION DAY/DATE**

Junior infants are officially enrolled on September 1<sup>st</sup> (or nearest date) if 4 years of age. Junior infants must be four by the 1st September of the year in which they wish to start.

#### **ENROLMENT OF CHILDREN WITH SPECIAL NEEDS**

In relation to applications for the enrolment of children with special needs, the Board of Management will request a copy of the child's medical and/or psychological report, or where such a report is not available, 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 relative to his/her disability or special needs and to profile the support services required. Following receipt of the report, the Board will assess how the school could meet the needs specified in the report. 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, for example, access to or provision of a combination of the following:

- Visiting Teacher Services
- Resource Teacher for Special Needs
- Special Needs Assistant
- Specialised equipment, room or furniture
- Transport services etc.

The school should meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties, Principal, Class Teacher, Learning Support Teacher, SENO, Resource Teacher for special needs or Psychologist as appropriate.

The Board of Management reserves the right to refuse enrolment in exceptional circumstances e.g.

- (a) The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education

Or

- (b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

### **Appeal of Decision**

In the event of the school's refusal to enrol a student, any parent has the right to appeal the decision to the Department of Education and Skills under Section 29 of the Education Act, 1998. This right of appeal will be advised to parents/guardians by the Chairperson of the Board of Management in writing along with the notification conveying any decision of the Board of Management to refuse admission. The Board of management has the responsibility for the preparation of a response for the appeals committee if and when an appeal is initiated.

### **PUPILS TRANSFERRING**

Other pupils are enrolled during the school year (if newly resident in the area). Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, available spaces, as well as to our own school's enrolment policy. St Brigid's School acknowledges its responsibility to co-operate in communicating information on attendance and educational progress if a child is transferring to or from the school.

### **CODE OF BEHAVIOUR.**

Children enrolled in our school are required to support and co-operate with the School's Code of Behaviour and anti-bullying policy in addition to all other policies on curriculum, organisation and management. It is a condition of registering that parents/guardians confirm in writing that the code of behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with this by the child. The Board of Management places parents/guardians responsible for ensuring that their children co-operate with all school policies in an appropriate way.

**Ratification and Review**

This policy was reviewed in November 2015 and ratified by the Board of Management on\_\_\_\_\_. It replaces the existing policy and is implemented forthwith.

Signed:\_\_\_\_\_ Chairperson, Board of Management.

Date \_\_\_\_\_

**Review:** November 2016.

**Communication:** This policy is available on the school's website. It is also available on request from the Principal / Secretary