

1. Enrolment Policy

Section 1: General Information:

Introduction

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management and the principal teacher of Scoil Freastogail Muire will be happy to clarify any further matters arising from the policy. Scoil Freastogail Muire operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

School Name: Scoil Freastogail Muire

School Roll Number: 17915U

School Address: Killahan ,Abbeydrney, Tralee, Co Kerry

Telephone No.: 066 7135644

Denominational Character: Catholic

Name of Patron: Bishop Ray Browne

Range of Classes Taught: Junior Infants – 6th Class with Special ASD Unit

Gender Orientation of School: Co-Educational

Our 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 The Department. School policy has 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 need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Section 2: Enrolment Procedures

Application Procedure

The Board of Management has decided that parents who wish to enrol pupils in Junior Infants will be advised that the enrolment process is by way of written application only. The closing date for the receipt of applications is the last school day in the preceding April i.e.

December 2012 for September 2013. However, the school may, subject to available places, make provision for late applications where circumstances allow. The Board will communicate the enrolment application procedures and timeline to the school community via the parish newsletter and via the school website, www.killahanns.com.

Provision of Key Information by Parents/Guardians

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained by contacting the school secretary's office at 066 7135644 or via the school website, www.killahanns.com.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants.

The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol.

The address at which the applicant resides will be the address used by the school for

correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

Decision Making

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 the closing date for the receipt of applications.

The Board will have regard for 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.

The Board is bound by the Department of Education and Skills Rules for National Schools

Which provides that pupils may only be enrolled from the age of 4 years and upwards, (**special provision is made for Autism unit as we accept children from 3 years upwards**) though

compulsory attendance does not apply until the age of 6 years. Children applying to enrol in

Scoil Freastogail Muire must have reached the age of 4 years by August 31st

of the year they will commence school.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply:

1. Brothers and sisters of children already enrolled in the school & children of staff members, priority eldest.
2. Children residing in the Parishes of Abbeydorney, (henceforth referred to as catchment area), priority eldest.
3. Random Selection (independently verified).

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions.

Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.
- Health and Safety

Admission Day/Date

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30th September.

Enrolment of Children with Special Needs

On 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 relevant 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 can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser 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 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 or other.

In some cases the school may meet with the parents/guardians of the child and with the SENO 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 will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist,

Administration Policies

Freastogail Muire N.S.

as appropriate. It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Science.

Pupils Transferring

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

2. Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

Section 3: Appeals

The Board of Management of Scoil Freastogail Muire in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the

Chairperson of the Board, and clearly state the grounds for the appeal.

The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Science website at www.education.ie

Section 4: Exceptional Cases

The Board of Management of Scoil Freastogail Muire reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

- The child has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education, or
- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Appendix 1: Application for Enrolment

Child's Details

Name: _____

Date of Birth: _____

P.P.S. Number: _____

Parish _____

<p>Year of Entry:</p> <p>Class.</p>
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Do you have another child currently attending the school? (If yes, please give details)

Previous school(s) attended (if applicable): _____

Parents' Details:

Mother's Name: _____ Phone: _____

Father's Name: _____ Phone: _____

Address: _____

Date of application: _____

Received by: _____

Date: _____

Appendix 2: Registration Form

Private and Confidential – For School Use Only

Family Name: _____ First Name: _____

D.O.B.: _____ P.P.S. No.: _____

Nationality: _____ Boy / Girl (please circle)

Address: _____

Telephone No.: _____ Religion: _____

Mother's Name: _____ Occupation: _____

Employer's Tel. No. (if available): _____

Father's Name: _____ Occupation: _____

Employer's Tel. No. (if available): _____

On rare occasions your child may have to be brought home early from school. Please give name, address, telephone no. of someone else (friend, relative, neighbour) who would look after him if there is no one at home.

Name: _____ Tel. No.: _____

Address: _____

If there is a serious Emergency and we are unable to contact you at your telephone no. Do we have your permission to bring your child to Doctor or Casualty Dept.

Yes No

Any other relevant information to class teacher who is teaching your child:

Administration Policies

Freastogail Muire N.S.

The Health Services Executive (Southern Health Board) requests the names and address of pupils in school for purpose of contacting families in regards to medical services which the state provides to school. The school will provide this information to them unless expressly advised by you not to provide such information.

I/We have read school Code of Discipline. It is acceptable to me/us and I/we will make all reasonable efforts to ensure compliance with the code by _____ (Child's Name)

Signed: Mother (Guardian) _____

Father (Guardian) _____