

St. Colman's National School



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Is Féidir Linn!
Ballindaggin,
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Y21 A371

Admission/Enrolment Policy

Patron: Bishop of Ferns
Chairperson B.O.M: Fr. Jim Fegan
Principal: Conor Mc Donald

In setting out our enrolment/admission policy the Board of Management is acting in accordance with the provisions of the Education Act 1998, Education Welfare Act 2000 and Epsen Act 2004, and the Board trusts that by so doing parents will be assisted in relation to enrolment matters and that the Chairperson and the Principal, will be happy to clarify any further matters arising from the policy.

Aims and Visions

Our ideal is a school community in which:

- while upholding the Catholic ethos and Presentation spirit of the school we promote
- inclusiveness and respect cultural and religious diversity
- we endeavour to develop a sense of awe and wonder and gratitude to God for creating, ourselves and the environment
- both staff and pupils are encouraged to work to their full potential and prayer and meditation is a feature of the school day
- teachers united with each other, work with parents united with each other, to create a caring and just atmosphere in which the children feel secure and free to exercise all their God given talents
- we create an awareness of the suffering caused by injustice in the world and promote a generous and caring response

General Information

- Our School is a Catholic school under the Patronage of the Bishop of Ferns.
- There are currently 8 teachers in the school, including the Principal. There are 6 Mainstream Class teachers and 2 Special Education Teachers.
- All classes from Junior Infants to 6th Class are taught in the school.
- The school operates within the regulations laid down from time to time, by the D.E.S. and is dependent on the grants and teacher resources provided by the Dept. of Education and Skills. All our school policies must have regard to the resources and funding available
- The school follows the curricular programmes prescribed by the Dept. 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, and the funding 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 (while observing the decision making criteria for enrolment as stated in the policy)
 - Respect for the diversity of values, beliefs, traditions, language and ways of life in society (while upholding the ethos of the school)
- Opening hours: 9.00a.m. – 1.40p.m. (Junior and Senior Infants)
 - 9.00a.m. – 2.40p.m. (1st – 6th class)
 - Supervision of the school yard begins at 8.50am. No responsibility can be accepted for children arriving before this time.
 - Lunch Breaks: Morning: 10.30a.m. – 10.50a.m. Afternoon:12.20p.m. – 12.40p.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 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.

Legal Framework

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shallSubject 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)].

Enrolment of Infants:

In accordance with Rule 64(l) in the Rules for National Schools, a child must be at least four years of age before they may be enrolled in our school. Parents seeking to enrol their child are requested to return a completed enrolment form along with the required documentation.

Equality of access.

Equality of access is the central value that governs enrolment in our school. No child is refused admission to the school on the grounds of their ethnic origins, special education needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs, family or social circumstances.

While recognizing the right of parents to enrol their child in the school of their choice, the Board of Management is also responsible for the rights of the existing school community. With this in mind the Board reserves the right to determine the maximum number of children in the school or particular classroom. Any decision made to refuse to enrol a child will be based on:

- Size of / available space in classrooms.
- Educational needs of children of a particular age.
- Presence of children with educational/behavioural needs.
- DES maximum class size directive.

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, 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:

- a) Brothers and Sisters of children already enrolled.
- b) Children living within the Parish.
- c) Children whose home is closest to the school
- d) In the event of not being able to enrol a child they will receive priority the subsequent year.

Enrolment from another school:

If a child has taken abode in the Parish then the child is enrolled immediately. On enrolment the child will transfer to a class in the school in accordance to the class the child transferred from. The child's previous school will be contacted and asked to forward all relevant information with regard to the child in our school. This information will be placed in the child's file.

Placement of Children:

It is the practice of the school that children will be placed in a class in accordance with the following criteria:-

- Class size

- Gender balance
- Social balance.
- Age

It is the decision of the Principal, in discussion with the class teacher, which class a pupil is placed into. The class teacher will, a number of days before child's placement, be given a copy of the enrolment form before the child enters the school.

Policy on participation of Students with disabilities and special educational needs:

The school promotes the principle of integration of students with disabilities and special educational needs within the general student body.

The school shall and may request in respect of any student from their parent or guardian as may be required such specialist reports (such as Psychological, Psychiatric, Occupational Therapist or other Assessments) to assist the school in establishing the educational and training needs of the student.

The school will follow the curricular programmes prescribed by the Department of Education with particular attention to differentiating for the specific individual needs of students with disability and special educational needs and will admit students up to the level of facilities and staff available to the school.

The Board of Management may upon considering any student for admission request the parent/guardian of the student to give sufficient information to consider the child's needs and requirements.

Enrolment Form:

On enrolling their child a parent or guardian must fill in an enrolment form which they sign. This form will contain information with regard to the child's personal details, e.g. address, parent's contact numbers, medical history, family doctor, etc. The parent will be asked to furnish a copy of the child's birth certificate.

Retention of Children:

It is the practice of the school that children will be promoted to the next class at the end of the school year. Pupils will only be retained in a class if they fall under some or all of the following criteria:-

- Immaturity
- Long absences due to ill-health or other reasons outside parent's control
- Age
- Academic achievement
- How will child react?
- A decision on retention will be made in conjunction with the class teacher, parents and Principal. A child will not be retained unless the child's parents agree or the school is willing.
- In only the rarest of occasions will a pupil be retained in sixth class.

Organisation of pupils for learning purposes:

All classes can at any time be re-organised within their class groups. This will be done where the class teacher feels that the children would benefit from re-organisation. This may happen where the gender, social or intellectual balance of a class is no longer correct, or a group of children need to be split because of behavioural issues. This will only be done once in the child's time in the school.

When a child transfers from another school, class placement will be based on the following criteria:-

- (a) Class size
- (b) Gender balance
- (c) Social balance
- (d) Age related

Placement will be decided by the principal who will inform the relevant teacher. The child's previous school will be contacted for the relevant records and they shall be placed in the child's school file. When a child is enrolled from another country the child will be placed provisionally in a class but this may be changed depending on the child's ability, age and maturity. On enrolment parents will be informed of this policy.

Code of Behaviour

Children and parents of children are required to co-operate with the school's Code of Behaviour as well as all the other policies on curriculum, organization and management.

Ratification of Policy

This policy was adopted by the Board of Management on _____ [date]. This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested. This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Review. This policy will be reviewed in May 2018.

