

ENROLMENT POLICY

Section A: Enrolment policy for St. Conaire's N.S., Tullyvarraga, Shannon, Co. Clare

This enrolment policy directs the procedures in relation to the enrolment of pupils in St. Conaire's N.S.

Section B: Introductory Statement

This policy was formulated by consultation between staff, parents and Board of Management of St. Conaire's N.S. This policy is reviewed annually.

Section C: School Ethos and Mission Statement

Saint Conaire's is a Catholic, co-educational primary school under the patronage of the Catholic Bishop of Killaloe. 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.

Code of Behaviour

Children enrolled in Saint Conaire's, are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their children co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour will be issued to all parents. All offers of enrolment are subject to acceptance of the school's Code of Behaviour.

Section D: Rationale

This policy has been drawn up, reviewed and revised in order to provide guidance to parents in relation to enrolment procedures at St. Conaire's. St. Conaire's currently has 18 mainstream classrooms for class accommodation. Taking into consideration the size of some classrooms, the numbers of children enrolled, the needs of those already enrolled and the DES recommendation that classes have a maximum of 27 children the BOM will consider the school full when it has 486 children (18 mainstream teachers x 27).

Section E: Aims of this policy

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1. To enable the school to make decisions on all applications in a clear and open manner in line with the Ethos and Mission Statement of St. Conaire's NS and in line with legislative requirements.
2. To enable the school to manage resources effectively.
3. To enable good communications between the school and prospective parents.
4. To effectively manage the education of the pupils enrolled in the school.

Section F: General Information

This enrolment policy is set out in accordance with the provisions of the Education Act 1998. The Board of Management trusts that by doing so parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Mr. Martin Moore c/o St. Conaire's N.S., Tullyvarraga, Shannon, Co. Clare and the Principal Teacher, Mr. Peter Walsh, will be happy to clarify any further matters arising from this policy.

St. Conaire's operates under the Rules of National Schools, the Education Act 1998, the Education Welfare Act 2000, enacted sections of the EPSEN Act 2004 and all relevant equality legislation and Department of Education and Skills' Circulars.

School Name: St. Conaire's N.S.
School Roll Number: 192745
School Address: Tullyvarraga, Shannon, Co. Clare
Telephone Number: 061 364694
Denomination: Roman Catholic
Patron: Very Rev. Des Hillery, Diocesan Administrator
Teachers: 26
Range of Classes: Junior Infants to Sixth Class
Gender: Mixed boys and girls

The 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 in relation to enrolment has regard to the resources and funding available.

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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 funding, 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 needs

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 G: Application Procedures

The Board of Management will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, parents letters to outline the application for enrolment procedures. The closing date will be the **21st of January** (or nearest weekday) in the year of intended enrolment for Junior Infants.

Admission of Junior Infants takes place on the first day of the academic year (end of August/start of September).

Parents seeking to enrol their child in Saint Conaire's should return a completed enrolment application form (available in the office) with an original birth/adoption certificate to the school. Parents of children enrolled in Junior Infants will be invited to an open evening in the school in May/June each year.

The Board of Management will make a decision in respect of an application within 21 days of receipt of such an application. Where the school reasonably requires further information, the application will not be treated as being complete until such time as all requested information has been supplied.

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

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

Section H: Decision making

Decisions in relation to application for enrolment are made by the Board of Management in accordance with this 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 staff size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of all children.

The Board is bound by the Department of Education and Skills' Rules for National Schools which provides that pupils may be enrolled from 4 years of age and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in St. Conaire's NS must have reached the age of 4 years by August 31st of the year they will commence school.

To assist the school in such circumstances of over-crowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions. Other factors that will be considered are:

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

Section I: Enrolment Criteria

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The following criteria will be used in assessing applications to enrol children in St. Conaire's N.S.

- A. Catholic children resident within the boundaries of Shannon Parish
- B. Brothers and sisters (including stepsiblings, resident at same address) of children already enrolled with priority going to be oldest.
- C. Children living within the parish – priority oldest.
- D. Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the parish/agreed catchment area. Priority oldest in the case of siblings
- E. Children of current school staff
- F. In the event of oversubscription of Junior Infants, pupils who are 4 years old after the 1st of April in the year of intended enrolment may have their enrolment deferred to the following academic year. Children whose application is deferred will be placed on the enrolment application list for the following year.
- G. Health and safety, welfare and needs of all children in the school

Section J: 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(s) or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required.

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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 Educational Needs Organiser (NCSE Circular 01/05) 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 access to or the provision of any or a combination of the following: resource teacher special needs, special needs assistant, specialized equipment or furniture, transport services, assistive technology or other as required.

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The school will meet with the parent(s) of the child with special needs to discuss the child's needs and the school's suitability and capability in meeting those needs. If necessary, a full case conference may be called including parents, teacher, learning support/resource teacher, psychologist, social workers or other personnel as appropriate.

It may be necessary for the Board of Management to defer admission of a child pending an assessment report and/or the provision of resources by the Department of Education and Skills to meet the needs specified in the psychological/medical report(s).

Section K: Refusal to enrol on the grounds of Exceptional Circumstances

The Board of Management reserves the right to refuse enrolment in the following exceptional circumstances:

1. A 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
2. In the opinion of the Board of Management, upon a balanced judgement of the needs of the pupil, other pupils and supports available, a pupil poses a risk to other pupils, school staff and/or school property.

Section L: Appeals Procedure

The Board of Management of St. Conaire's N.S. 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 receipt of 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 refusal to enrol in the letter issued 21 days after the closing date for receipt of applications.

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In the event of a refusal to enroll, the parent/guardian may appeal the decision at local level. The appeal must be submitted within 10 days of the refusal to enrol. It must be made in writing, addressed to the Chairman 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 Skills. Such an appeal must be lodged within 42 days of the school's refusal to enroll (that is 42 days from the conclusion of the local appeals process).

Section M: Pupil Transfer

Pupils may apply to transfer to St. Conaire's NS subject to the stipulations of this enrolment policy and available space and/or resources. Where a pupil requires additional supports more information will be required as outlined in Sections I and J above as part of the enrolment application process. Once accepted for enrolment, it is a requirement of the Board of Management that information concerning a pupil's attendance and educational progress will be sought from the transferee's previous school (Section 28, Educational Welfare Act 2000).

Transfer Procedures

Application forms may be obtained from the school in the normal way (see above). Transfer applications will be reviewed on a case by case basis and will normally only be considered for admission on the first day of the new terms provided there is space in the school. Transfer requests may be placed on a waiting list until such time a place becomes available. Transfer applications may be refused in line with the exceptional circumstances outlined above.

Section N: Code of Behaviour

All offers of enrolment are subject to acceptance of St. Conaire's Code of Behaviour. Parents/guardians are required to sign a form agreeing to the Code of Behaviour once an offer of a place has been made and the offer is conditional upon agreement.

Section O: Review

The Principal Teacher and the Board of Management will monitor the implementation of this policy annually and will amend as required.

Ratified by Board of Management on _____

Date

Signed _____

Chairperson, Board of Management

Website