

Enrolment Policy

Rationale:

We aim to ensure that appropriate procedures are in place:

- To make fair decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement and legislative requirements of the school
- 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:

The Education Act 1998,
The Equal Status Act 2000 prohibits discrimination on the grounds of 'gender, marital status, sexual orientation, religion, age, disability, race or membership of the Traveling Community' regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction.

Goals:

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- to put in place criteria are informed by our Ethos, our Mission statement & current legislation
- To specify what information is required by the school at the time of application

Context, Resources, School Organisation & Curriculum

We support the principle of equality for all students regarding access to and participation in the 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.

It will make every effort to secure those resources-where the resources cannot be secured the school may refuse admission. 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 by the Department of Education and Science.

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.

Roles and Responsibilities:

The Board of Management ensure that this policy is in place shall be reviewed and appraised with regard to its suitability and the effectiveness of its implementations and make recommendations for approval where appropriate. We shall decide on appeals by parents or students with respect to any decisions made by the Principal/Board. We shall prepare a statement of strategies regarding attendance and submit to the Education Welfare Board. 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 for the purpose of fostering an appreciation of learning among students attending the school and 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, students, parents, Board and Trustees
- 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 ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the

- school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

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, Special Needs 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 Parents

- The Parent's Association will review this policy yearly and Support the policy and to co-operate fully with the school in its implementation
- 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
- Appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate.

Policy Considerations

The Board of Management of Garrafrauns National School 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, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Garrafrauns National School, in its

Policy of Admissions/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:

- Integration of children from Autistic Unit to Mainstream Classes
- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Science class size directives
- Appropriate Supports and Resources are available
- Time of school year

Procedures – Application, Enrolment Criteria & Decision / Appeals

- Failure to fully complete forms may result in refusal to admit a student.
- Further relevant information may be sought at a later stage
- In applying the criteria for enrolment, the school will take into account the size of classes.

Admission to the school is, of course, 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 those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources-where the resources cannot be secured, the school reserves the unfettered right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

Application for immediate admission in the current school year

- Application forms are available from the school.
- Failure to fully complete forms will result in refusal to admit the applicant.
- The attendance record of a student in their previous school shall be considered.
- When possible students will be admitted on the first day of the new term.

Junior Infant Enrolment Procedure

The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school, and is attached as appendix 1 to this policy. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address and telephone contact number are recorded in the School Record of Applications, and the attached acknowledgement (Appendix 2) together with a copy of this policy is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application. Entry in the School Record of Applications means that an application will be considered in March of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Please note:

Applications for admission to Junior Infant Class must be made at the very latest by the end of March of the year in which it is expected that the child will start school.

Junior Infant Enrolment Criteria

- ❖ If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

Priority	Criteria
1	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is over subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.

2	Families whose primary residence is either (a) in the immediate area of Garrafrauns, starting closest to the school and radiating outwards from the school or (b) in Garrafrauns within a 2 mile distance by road from the school. If the class is oversubscribed within the application of this particular criterion, then the furthest from the school under either (a) or (b) will be eliminated first.
3	Children of current teaching staff.
4	Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
5	If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritization proceeds until all places have been allocated.

Pupils entitled to attend our school include:

- Children who live in our immediate catchment area.
- Catholic children of the Parish and the brothers and sisters of children already enrolled.
- Catholic children who do not have a Catholic School within their own parish boundary.
- Any child of any faith or none who apply after that.

Within the limits of the regulations and programmes as set out by the Department, the rights of the Patron as contained in the Education Act of 1998, and the funding and resources available as stated, the school supports the following principles:

Inclusiveness:

Equality of access and participation in the school

Parental choice in relation to enrolment.

Respect for the diversity of values, beliefs, traditions, languages and ways of life in our society.

Criteria for Enrolment to Senior Infants to 6th Classes

The following criteria will be applied if there is a surplus of

applications for available places in the Senior Infants to 6 classes.

Priority	Criterion
1	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.
2	Families whose primary residence is either (a) in the immediate area of Garrafrauns, starting closest to the school and radiating outwards from the school.
3	Children of current teaching staff.
4	Children of parents who are past pupils of the school.

All children enrolled in our school are expected to comply with and support the school's Code of Behaviour, Health and Safety, Child Protection, Anti-Bullying and Substance Mis-Use Policies as well as the school's designated policies on Curriculum, Organisation and Management.

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, particularly in the case of refusal to enrol
- Positive Parental feedback

Monitoring Procedures

The implementations 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

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every two years. Any staff member, board member, parent, guardian who is unhappy with the content or the implementation of any school 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 before or during the school year September 2015.

School Timetable:

- School opens at 9.30 am and ends at 3.10 pm Monday to Friday.
- Junior and Senior Infants go home at 2.10 pm.
- Pupils are supervised at all times.
- The Annual Calendar, outlining school holidays, and mid-term breaks which have been sanctioned by the School Board of Management, is made available to parents/guardians at the beginning of each school year, in September.

PROCEDURES:

Application Procedure:

A notification of a date to enrol pupils is placed in the local newspaper and in the Parish newsletter in May each year. Parents seeking to enroll their child/children are requested to return a completed Enrolment Form which is available at the school in May of each year. (See Education Act 1998 Page 20 Section 15 2(d).

Provision of Key Information by Parents/Guardians:

A specific Enrolment application form, as stated above, is available from the Board of Management through the Principal teacher and the following information is required:

- Pupil's full name, date of birth, and address. (A copy of a Birth Certificate.)
- Pupil's PPS number.
- Contact telephone numbers/mobile numbers if available.
- Contact telephone numbers, in case of emergency e.g. Sickness/emergency Closures
- Mother's Maiden Name
- Nationality
- Details of any medical conditions of which the school should be made aware.
- Details of any legal orders of which the school should be made aware.
- Religion
- Names of previous schools attended, if any and reason for transfer, if applicable.
- Any other relevant information, including any other such information as may be required under the Education Welfare Act 2000 which came into effect in July 2002.

- **Decision Making:**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.

As a general principle, and in so far as is practicable, having regard to the School's enrolment policy, children will be enrolled on application, provided that there is space and that resources are available to cater for pupils with learning or behavioural needs.

While recognising the rights of parents/guardians to enrol their child in the school of their choice, the Board of Management is also responsible for respecting the rights of the existing school community, and in particular, the children already enrolled.

The Board of Management reserve the right to decide if children with special educational/behavioural needs can be adequately catered for in our school, bearing in mind:

- The educational needs of the pupil.
- The educational needs of existing pupils.
- If the needs of the pupils are over and above what the school can cater for.
- The Department of Education and Science maximum class average directive, which determines a maximum average in junior classes and senior classes.

The Board of Management will notify the Parents/Guardians of their decisions, either orally or in writing, within 21 days of application for enrolment. (Welfare Act 2000)

Rationale:

- The rights of all pupils
- The rights of the special needs child
- The rights of the entire school community

Must be seriously considered by the Board of Management.

Admission Date:

- Junior Infants are invited to the school for an information morning in February. They are enrolled for the new school year.
- Pupils may be enrolled at any time during the school year, if newly resident in the area.

It may be necessary for the Board of Management to decide to defer enrolment of a particular child pending:

- The receipt of an assessment report, and/or medical report or where such a report is not available, to request that the child be assessed immediately.
- The provision of appropriate resources by the Department to meet the needs specified in the psychological and/or medical report.

Enrolment of Children With Special Needs:

In relation to applications for the enrolment of children with special needs, the Board of Management shall request a copy of the child's medical and/or psychological report. When such a report is not available, the Board shall request that the child be assessed immediately.

Following the receipt of the report, the Board of Management shall assess how the school could best meet the needs specified in the report. When the Board deems that further resources are required, it will, prior to enrolment, request the Department to provide the resources required to meet the needs of the child as outlined in the psychological/medical report.

The school will meet the parents/guardians of the child to discuss the child's needs and the school's suitability or capacity in meeting those needs:

The Board of Management will defer enrolment pending:

- The receipt of an assessment report and/or medical report.
- The provision of appropriate resources by the Department to meet the needs specified in the psychological and/or medical report.

Transfer of Pupils:

The Board of Management will permit pupils to transfer to the school at any time, subject to school policy, available space, and in some cases, the approval of the Department of Education. Information concerning attendance and the child's educational progress should be provided to the school on enrolment. (Education Welfare Act 2000)

Ratified: January 2016

_____ {Chairperson}

_____ {Principal}

Review Date: September 2017