

## Enrolment Policy

The Board of Management of Scoil Bhríde Convent Primary School sets out below its policy of Admissions in accordance with the provision of the Education Act, 1998.

Scoil Bhríde depends on the grants and teacher resources provided by the Department of Education and Science (DES) and it operates within the regulations laid down, from time to time, by the Department. All our school policies must have regard to the funding and resources made available to the school. Our school follows the curricular programmes prescribed by the DES which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, (except for schools with a single sex tradition-this school caters for females only after 1<sup>st</sup> Class) traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of Scoil Bhríde is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children.

### Application Procedures

Parents seeking to enrol their child (ren) in Scoil Bhríde NS are requested to return a completed Enrolment Application Form (available in the office) with an original Birth/Adoption Certificate to the school. \*\*Both parents named on the birth/adoption certificate must sign this form otherwise the form will be deemed invalid

The names of children for whom Enrolment Application forms and Birth/Adoption Certificates have been returned, will be placed on a class list.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Bhríde N.S. is also responsible to respect the rights of existing school community and in particular, the children

already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the B.O.M reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- A. size of / available space in classrooms
- B. educational needs of children of a particular age
- C. multi-grade classes
- D. presence of children with special educational/behavioural needs
- e. DES maximum class average directives

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the B.O.M 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 & Sisters (including step-siblings, resident at same address) of children already enrolled - priority to oldest
- b. Children living within the parish (in the case of parish schools) - priority to oldest
- c. Children of current school staff - priority to oldest

\*\*\*\* In the event of being unable to enrol a child(ren) from categories a, b or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c,) for the subsequent school year over other children on the class waiting list.

There is a Registration Week in February of each year - Circulated within Parish Bulletin/K.K./Playschool.

Other pupils are enrolled (at start of term) during the year (if newly resident in the area).

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.

There is an Annual Open Afternoon for prospective parents/guardians and pupils held in May.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation, & management. The B.O.M places Parents/Guardians responsible for ensuring that their child (ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools these policies may be added to and revised from time-to-time.

#### Right to Appeal - (G)

Parents/Guardians have the right to appeal a refusal by a school to enrol a student under Section 29 of the Education Act.

#### Admission Day

Junior Infant pupils are encouraged to attend school from the start of the new school year. A child may not be allowed to attend, or be enrolled before the fourth anniversary of his/her birth. Children who are four after September 30<sup>th</sup> will be admitted to the Junior Infant class the following school year. Admission to the Junior Infant class takes place once a year - the month of September except when a child is transferring from another school.

#### Enrolment of Children with Special Needs

In relation to the enrolment of children with special needs, the Board of Management of Scoil Bhríde may request a copy of the child's medical and/or psychological report. If this is not available the Board will request that the child be assessed immediately. This report is requested to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special education needs and to profile the support services required. Following the 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 should, prior to enrolment, request the DES to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the provision of any or a combination of the following:

teacher for special needs, special needs assistant, specialised equipment for furniture, transport services or other.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties may be held. The Board will seek:

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

### Pupils Transferring

In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another, at any time of the year, either with the consent of the Minister or when the transfer is made because of a change in the ordinary residence of the child. This is also subject to school policy and available space. When the application is made the Principal shall ascertain from the parent whether the pupil was previously enrolled in another National School, and if so, should request the parent to obtain a certificate to that effect from the Principal of the school which the pupil previously attended. An enrolment form is completed etc and procedures outlined above are then followed. Information concerning the pupil's attendance and the child's educational progress should be communicated between the schools.