

# **Enrolment Policy**



**Scoil Bhréanainn  
Portmagee  
Co. Kerry**

# **Enrolment Policy Scoil Bhréanainn**

## **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, Scoil Bhréanainn, Portmagee, Co. Kerry and the principal teacher, Karen Stenson, will be happy to clarify any further matters arising from the policy.

*Scoil Bhréanainn* 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 Science (DES) Circulars.

<i><b>School Name:</b></i>	Scoil Bhréanainn
<i><b>School Roll Number:</b></i>	11419B
<i><b>School Address:</b></i>	Portmagee, Co. Kerry
<i><b>Telephone No.:</b></i>	066-9477211
<i><b>Denominational Character:</b></i>	Roman Catholic
<i><b>Name of Patron:</b></i>	Bishop William Murphy
<i><b>Chairperson:</b></i>	Denis Cournane
<i><b>Total No. of Teachers:</b></i>	Three
<i><b>Range of Classes Taught:</b></i>	Junior Infants to sixth class
<i><b>Gender Orientation of School:</b></i>	Co-educational

The school depends on the grants and teacher resources provided by the Department of Education and Science 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 Science, 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; and
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

### **Uniform**

- Children wear full uniform (grey trousers/skirt, blue polo or shirt and navy jumper) at school and when representing the school in public.
- On P.E. days, children may wear a navy tracksuit bottom with the blue polo/shirt, school jumper if necessary and runners.
- All items of uniform should be clearly marked with child's name.
- Jewellery is not part of the school uniform and should not be worn, except for small stud earrings in the case of pierced ears.
- Mobile phones, electronic equipment etc. are not to be brought to school.

## **SECTION 2: ENROLMENT PROCEDURES**

### **Application Procedure**

Details of enrolment are circulated to the school community and in church newsletter in Term three. Prospective junior infants spend two/three informal periods in school in May/June to familiarize themselves with their new environment. When applying for admission of a child, parents or guardians will receive the following documentation:

- Enrolment Policy statement of the school
- A copy of the Code of Behaviour of the school
- Standard application form.

School enrolment application may be obtained in school on the first day of informal schooling in May/June and returned to school, fully completed by end of June. Parents and guardians are required to read and sign the school's Code of Behaviour. This signed copy will be kept on file in the school.

Decisions in relation to application for enrolment are made by Board of Management.

### **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 in the usual way.

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 enroll.

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 Science 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 Science's *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enroll in Scoil Bhréanainn must have reached the age of 4 years by August 31<sup>st</sup> of the year they will commence school.

The Board of Management of Scoil Bhréanainn takes the following criteria into consideration when making a decision on enrolment (not limited to, but may include the following):

- Parish boundaries/diocesan policies
- First come, first served basis
- Siblings already in attendance
- Children of staff members
- Lottery/random selection

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/behavioral needs
- Health and Safety

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

### **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 (NCSE see 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 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.

The school will 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, 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.

### **Transfer of Pupils from other Schools**

Pupils from other schools may transfer into the school subject to the following conditions:

- The transfer is in accordance with the school's enrolment policy
- The school is satisfied with the reasons for the transfer
- The transfer is in the best interest of the pupil
- All relevant information from the former school is made available
- Space is available in the school to facilitate the transfer
- The Education Welfare Officer is consulted, if necessary

### **SECTION 3: APPEALS**

The Board of Management of Scoil Bhréanainn 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](http://www.education.ie)

#### SECTION 4: EXCEPTIONAL CASES

The Board of Management of Scoil Bhréanainn 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:

1. 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
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

#### SECTION 5: POLICY APPROVAL/RATIFICATION

The policy was ratified by the Board of Management of Scoil Bhréanainn on 23<sup>rd</sup> November 2009.

Signed: \_\_\_\_\_ Chairperson, Board of Management

The contents of the policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

## APPENDIX (1)

### Enrolment Application Form

**Scoil Bhréanainn 2010-2011**

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address (at which the applicant resides):  
\_\_\_\_\_  
\_\_\_\_\_

Name and class of Sibling(s) currently enrolled:  
\_\_\_\_\_

Parish in which the applicant resides  
\_\_\_\_\_

#### ***Parent(s)/Guardian(s) Details:***

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address:  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address:  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed enrolment applications must be returned to Scoil Bhréanainn, Portmagee no later than 3.00pm on Monday 30<sup>th</sup> May 2011.**



## Appendix 2

Scoil Bhréanainn  
Portmagee  
Co. Kerry

Tel: 066 9477211 e:mail: [portmageens@gmail.com](mailto:portmageens@gmail.com)

### Registration of New Pupils: Year 2011/2012

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number- Home: \_\_\_\_\_

Name of Alternative/Emergency Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Religious Denomination: \_\_\_\_\_ Date and Place of Baptism: \_\_\_\_\_

Parents/Guardian Occupation- Father \_\_\_\_\_ Mother: \_\_\_\_\_

Previous Schools Attended: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_

Name of Family Doctor: \_\_\_\_\_ Tel Number: \_\_\_\_\_

Special Educational Needs Information:

\_\_\_\_\_  
\_\_\_\_\_

Medical Conditions / Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Further Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach

- Birth Certificate
- Baptismal Certificate if Baptised in Parish other than Prior  
(we will photocopy originals and return to you)

**FOR ATTENTION OF PARENTS/GUARDIANS – BOARD POLICY ON INFANT SCHOOL DAY:**

- The Junior and Senior Infant children finish at 2.00pm
- Where possible, parents are requested to collect at 2.00pm.  
(If this is not possible, the Board will make arrangement for supervision).

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Parent/Guardian Parent/Guardian

Date: \_\_\_\_\_ Date: \_\_\_\_\_