

ENROLMENT POLICY

2018

Scoil Chomáin Naofa



**General Information:**

**Introduction**

The Board of Management (BoM) of  Scoil Chomáin Naofa, Co Mayo is hereby setting out its Enrolment/Admission policy in accordance with the provision of the Education Act 1998. This policy was first formulated in November 2001 and reviewed in November 2018.

The B.O.M. of Scoil Chomaín Naofa trusts that this policy will assist parents in relation to enrolment matters. The Chairperson of the B.O.M., Scoil Chomáin Naofa, and the Principal teacher will be happy to clarify any further matters arising from the policy.

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

**The School’s denominational character:**

The school is a Roman Catholic school under the patronage of Most Rev. Dr. Michael Neary, Archbishop of Tuam. Whilst the school is Catholic in denomination we also welcome pupils from other religions into our school.

**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, the mission Statement 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 and
* 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 shall ….Subject 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 that 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, assess 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)].

**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 under which applications shall be considered
* To ensure that these 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.

**Number of Teachers:**

There are four mainstream teachers in the school, one Special Education Teacher (S.E.T) and one part-time S.E.T teacher.

Our school is a mixed sex school which teaches the full range of classes from junior infants to sixth class.

The school depends on the grants and teacher resources provided by the Department of Education and Science. The school operates within the regulations laid down, from time to time by the Department of Education and Science. School policy must have regard to the resource and funding available. The school follows the curricular programmes prescribed by the DES, 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 DES regulations and programmes, the rights of the Patron as set out in the Education Act 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.
* Respect for the diversity of values, beliefs, traditions, languages and way of life in society.
* Consideration for an educational learning environment, which is conducive for the learning needs of all the pupils in the school.

The school opens at 8.50 a.m. and closes at 1.30 p.m. for Junior and Senior Infants. The school closes at 2.30 p.m. for all the other pupils. The B.O.M. is responsible for the pupils during these times only.

 **The Procedures**

**Application Procedures:**

Enrolment for Scoil Chomáin Naofa is advertised in February of each calendar year.

Enrolment is advertised as follows in the following ways:

* + In The Parish newsletter and open evening.
	+ The school newsletter/notice board/website.
	+ Posters in various places e.g. local shops/businesses/pre-schools etc.

 **Provision of Key Information by Parents:**

Parents will be required to fill out an enrolment form on or before enrolment day. The following information will be required by the B.O.M. on the form:

* + Pupil’s name, DOB and Address.
	+ Names, addresses and occupations of pupil’s parent(s)/legal guardian(s) ➢ Contact telephone numbers at home, work and mobile number.
	+ Details of any medical conditions of which the school should be aware.
	+ Religion (optional)
	+ Previous school attendance, if any, and written reasons for transfer, if applicable.
	+ Any other relevant information (including any such other information as may be prescribed under the Education Welfare Act 2000).
	+ A copy of the child’s birth certificate.
	+ Date of application for enrolment will be determined by the date upon which the application is received.
	+ Pupil Online Database (POD)
	+ HSE Consent Form

**Decision Making:**

Decisions in relation to applications for enrolment are made by the B.O.M. of the school in accordance with school policy.

The B.O.M. is bound by the DES rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, although compulsory attendance does not apply until the age of 6 years.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Chomáin Naofa, is also responsible for respecting 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. 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:

1. size of / available space in classrooms
2. education needs of children of a particular age.
3. Multi-grade classes.
4. Presence of children with special educational/behaviour needs.
5. 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, the following criteria will be used to prioritise children for enrolment:

1. Brothers & sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest
2. Children living within the parish (in the case of parish schools) – priority to oldest
3. Children of current school staff – priority to oldest
4. Children whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map) if the child is normally resident outside the parish/ agreed catchment area

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.

**Enrolment of Children with Special Needs:**

In relation to applications for the enrolment of children with special needs the B.O.M shall request a copy of the child’s medical and / or psychological report. Where such a report is not available the B.O.M. shall request that the child be assessed immediately.

Following receipt of the report, the B.O.M. shall assess how the school could meet the needs specified in the report. Where the B.O.M. deems that further resources are required, it will, prior to enrolment, request the DES to provide the resources required to meet the needs of the child as outlined in the psychological / medical report.

The school will meet with the parent(s) / legal guardian(s) of the child to discuss the child’s needs and the school’s suitability or capacity in meeting those needs. The B.O.M. will defer enrolment pending: -

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

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

**Exceptional Circumstances:**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil 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 pupil with an appropriate education or

1. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

**Pupils Transferring:**

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. Before accepting a child into the school from another school the following information must be provided: -

* 1. Documentary evidence of school attendance during the previous year(s) of the child’s life.
	2. Copies of school reports regarding the child’s educational progress.
	3. A written statement as to why the parent(s)/legal guardian(s) wish to transfer the child to the school.

 In the opinion of the B.O.M the school reserves the right to refuse enrolment to

any pupil transferring who may pose an unacceptable risk to other pupils, to school staff or to school property.

**Enrolment Pack**

The parent(s)/legal guardian(s) of each new pupil will be given a copy of the school enrolment pack including copies of some school policies/rules etc.

Parents/Guardians are also asked to sign copies of general consent forms for outings, Internet Use etc as well as copies of the Code of Behaviour and School Rules.

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, health safety and welfare and management.

The BOM places Parents/Guardians responsible for ensuring that their child(ren) cooperate with said policies in an age-appropriate way. In accordance with the Department of Education’s rules for National Schools, a child may be suspended. These policies may be added to and revised from time to time.

**Roles and responsibilities in developing and implementing this policy:**

**Roles of Board of Management**

* To ensure that a policy is in place and that it is reviewed.
* To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
* To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
* To prepare (and submit to the Education Welfare Board) a statement of strategies regarding Attendance.  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

**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 periodically.
* 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
* 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.

**Appeals**

The Board of Management of a school is also obliged under section 19(3) of the Educational Welfare Act 2000 to make a decision in writing in respect of an application for enrolment within 21 days and to inform the parents in writing of that decision.

Where a Board of Management refuses to enrol a student in a school, the parent of the student or, where the student has reached 18 years of age, the student himself or herself, following the conclusion of any appeal procedures at school level, 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.

***This Policy is a working document subject to bi-annual approval.***

**Reviewed:**   November 2018

**Responsibility for Review:**

➢ All members of staff

➢Parents/Guardians

➢ B.O.M.

**Ratification and Communication:**

Policy ratified by B.O.M

Signed: Brid Clesham

  Chairperson Board of Management

 Date: 28/11/2018

**ENROLMENT FORM**

**Family Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      **First Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(As on birth certificate)

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

**Religion** :**(optional)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date & Place of Baptism :(optional)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PPS No:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Tel. No:** \_\_\_\_\_\_\_\_\_\_\_\_

**Mother’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Work No:** \_\_\_\_\_\_\_\_\_

**Father’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile No:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Work No:** \_\_\_\_\_\_\_\_\_\_\_\_

**Mother’s Occupation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father’s Occupation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Contact Telephone Numbers:**

(e.g. child-minder, relative/ friend, in case of emergency)

**If your child should become ill during school hours and there is no reply to a telephone call to your home/mobile, please give the name and telephone number of two neighbours or family members who may be contacted**:

|  |  |  |
| --- | --- | --- |
| **Name**  | **Relationship to Child**  | **Telephone Number**  |
|   |   |   |
|   |   |   |
|   |   |   |

**Child’s place in the family**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Siblings:** 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

     3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The class into which your child is entering**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name/Address of Pre-School attended**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If your child is transferring from another school, please fill out the following:**

**Name of previous school attended**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of previous school attended**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact number for previous school:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal of previous school:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please include any school reports/documents which you may have)

**The school should made aware of any legal order under family law or any court order which affects the child’s welfare and also the name of any person into whose custody the child should not be given.**

**Does your child suffer from any of the following health problems which may require special care from the teacher?** Please indicate by ticking Yes or No

|  |  |  |
| --- | --- | --- |
|  | **Yes**  | **No**  |
| **Asthma**  |   |   |
| **Hearing Loss**  |   |   |
| **Diabetes**  |   |   |
| **Sight Loss**  |   |   |
| **Epilepsy**  |   |   |
| **Allergies**  |   |   |
| **Emotional Problems**  |   |   |
| **Other (please specify)**  |  |  |

**If there is any other information/medical reports about your child/family which may be relevant to his/her teacher/school, please include in the space below.  The information on this page is only required for professional reasons and will be treated confidentially and with respect.**

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

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**ILLNESS/ACCIDENT**

**If your child has an accident during school hours which in the opinion of the school authorities would necessitate immediate medical attention, the policy of this school is that your child will be seen by any available doctor and/or that your child be sent to Accident and Emergency. Parents/Guardians will be notified immediately in such instances.**

|  |  |  |
| --- | --- | --- |
|  | **Family Doctor**  |  |
| **Name**  | **Telephone Number**  | **Mobile Number**  |
|   |   |   |

**Signature Parents/Guardians**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**NB: Please include copy of your child’s birth certificate with completed form (Original copies will be returned)**

**Parent/ Guardian Permission Sheet**

**Do you give permission for your child to be photographed/video recorded for school records? (Some may appear in local newspapers)?**

**Parent’s Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you give permission for your child to take part in the Stay Safe child safety programme and the learning support programmes as they arise?**

**Parent’s Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you give permission for your child to have access to the internet for educational purposes?**

**Parent’s Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you give permission for your child to travel & partake in swimming lessons when timetabled?**

**Parent’s Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read and accept the code of discipline of Scoil Chomáin Naofa.**

**Parent’s Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: These permissions can be rescinded in writing at any time.**