

Enrolment Policy

General Introduction

The enrolment policy of St. Oliver's National School 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, Annette McDaniel and the School Principal, Elizabeth O'Sullivan, will be happy to clarify any further matters arising from this policy.

St. Oliver's National School is a Catholic National School for boys and girls under the patronage of the Catholic Bishop of Kerry. 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.

There are 5 teachers including principal and a learning support teacher. The school caters for pupils from approximately age 4 years to 12 years in classes from Junior Infants to Sixth Class.

The school depends on grants and teacher resources provided by the Department of Education and Science and operates within the rules and regulations laid down from time to time by the Department of Education and Science. This enrolment policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. St. Oliver's National School follows the curricular programmes laid down 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 of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of St. Oliver's National 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 the diversity* of values, beliefs, traditions, languages and ways of life in society.

Therefore, no child will be refused access to St. Oliver's National School for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

Procedures

As a general principle and insofar as practicable having regard to the enrolment policy of St. Oliver's National School children will be enrolled on application provided there is space available.

Pupils will, as a rule, only be admitted to Junior Infant classes during the month of September. Children may be admitted to a Junior Infant Class during the school year provided they are transferring from another school

Application Procedure

The Board of Management has determined that the school principal will accept written applications for enrolment in Junior Infants usually in the final term of the preceding school year. Prior to the February Midterm the school principal will communicate generally to the school community through school newsletters, Parish Newsletters and any other appropriate media that applications are being accepted up to the end of the school year. The school will make provision for late applications.

Provision of Key Information by Parents

Applications will only be accepted on the basis of a fully completed School Enrolment form. This form must be accompanied by a copy of Birth Certificate/ Baptismal Certificate if appropriate. The completed application form should be accompanied also by confirmation, in writing, that the parent/guardian and applicant accept the Code of Behaviour of the school.

Decision Making

The Board of Management makes decisions relating to enrolment in accordance with school policy. In the event that applications exceed/ is expected to exceed the number of spaces available the Board of Management has determined that priority in the allocation of places will be given to the following groups of children

- Children of the parish.
- Brothers and sisters of children already enrolled in the school.
- Children who live outside the parish who do not have a Catholic school in their parish.
- The applicant is attending a feeder school....Ann Marie's Playschool.
- Children whose parents attended the school.
- Children who had a brother or sister in the school.
- All others.

Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management at its next meeting. If necessary the additional criteria of the age of pupils may be taken into account and priority given to older children. In the event of a child not obtaining a place on the grounds of age priority will be given in the subsequent school year.

In the application of these criteria the Board of Management reserves the right to make exceptions to provide for the enrolment of children of staff members, children of ethnic minorities, traveller children, children of refugees, asylum seekers etc.

Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made.

In determining enrolment the Board of Management shall take into account Department of Education and Science regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education and Science's Rules for National Schools which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years.

Appeals Procedure

Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Enrolment of Pupils with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management may request a copy of any relevant medical or psychological reports as are available. If such a report is not available it is open to the Board to request that the child be assessed prior to enrolment. The purpose of the assessment is to establish the educational needs of the child relevant to his disability/special needs and to profile the support services required.

Following receipt of such a report the Board of Management shall assess how St. Oliver's National School can meet the needs specified in the report. If further resources are required

the Board of Management will, prior to enrolment, request the Department of Education and Science to provide the required resources. These may include any combination of the following visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport or other services.

The school principal will meet with the parents/guardians of the child to discuss the child's needs and the suitability and capability of St. Oliver's National School to meet those needs. If necessary, a full case conference may be called which may include parents, principal, class teacher, learning support teacher, resource teacher, psychologist & medical personnel.

Parents or guardians of children with special needs are strongly advised to make early application to the school to allow time to follow the procedures outlined. As soon as possible but not later than 21 days after a parent/guardian has provided the relevant information, the B.O.M. shall decide on the application concerned and inform the parents/guardians in writing of their decision. (Educational Welfare Act 2000, section 19,3.)

Transfer of Pupils

Pupils may transfer to the school at any time subject to the following conditions

- The transfer is in accordance with the school's admission policy
- Space is available in the school to facilitate the transfer
- The school is satisfied with the reasons for the transfer.
- The transfer is in the best interests of the child.
- All relevant information from the former school is made available
- The provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Science and consultation with the Educational Welfare Officer if necessary.

Code of Behaviour

Children enrolled in St. Oliver's National School are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

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
- a) For the purposes of fostering and appreciation of learning among students attending the school and
- b) Encouraging regular attendance at the school on the part of all students

Roles of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, board of 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 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 and 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 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 Students

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

Role of Parents

- To support the policy and to co-operate fully with the school in its implementation
- To 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
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate.

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 January/February each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him 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 3 years. Any staff member, board member, parent, guardian or student 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 in 2016.

Ratification

This policy was ratified by the Board of Management of St. Oliver’s N.S.

On _____

Signed _____
(Chairperson)

St. Oliver's National School

Additional Information

5 Private and Confidential

In our school we endeavour to provide the highest standards of pastoral care for your child. In order to achieve this objective successfully it is vital that the school be informed of any relevant situation regarding health, bereavement, domestic circumstances etc. Such information may be detailed here or alternatively you may contact the principal teacher or your child's class teacher directly. Any information will of course, be treated in the strictest confidence.

Data Protection

The information provided in this form is necessary for the work of the school and is confidential to the school. However, from time to time the school is asked to provide information to the Health Board to facilitate their work such as immunisations, sight and hearing tests and dental appointments etc. Please sign below to signal your agreement that the details in Section 1 (Child's Personal Details) be made available to the Health Board.

Signed: _____

Date _____