

RATHBARRY NATIONAL SCHOOL

ENROLMENT POLICY

This policy is set out in accordance with the provisions of the Education Act of 1998.

The Board of Management trusts by doing so parent(s) / guardian(s) will be assisted in relation to enrolment matters.

The Chairperson of the Board of Management, Mr Frank Harte, Castlefreke, Clonakilty and the Principal Mrs. Ann Twohig - Kearns, School Phone No. (023/8840651) will be happy to clarify any further matters arising from the policy.

Aim of Policy.

To provide information for parent(s) / guardian(s) seeking enrolment in Rathbarry National School.

To seek the information required by the Department of Education and Science on pupils attending the school.

School Name:	Rathbarry National School.
School Address:	Castlefrecke, Clonakilty, Co. Cork.
Contact Details:	(023/8840651)
rathbarryns.ias@eircom.net .	
Denominational Character:	Catholic.
Name of Patron:	Bishop Buckley, Bishop of Cork & Ross.
Number of Teachers in the School:	2 including Principal.
Range of Classes Taught:	Boys and Girls – Jun Inf. To 6 th classes.
Special Needs Teacher:	Shared Resource / Learning Support.
School Opening Hours:	9.05 - 1.45 Junior & Senior Infants. 9.05 – 2.45 First to Sixth classes.
Resourcing in School:	<p>The school depends on the grants and teacher resources provided by the Department of Education and it operates within the regulations laid down, from time to time, by the Department. School policy must have regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education & Science, which may be amended from time to time, in accordance with the Education Act. 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:</p> <ul style="list-style-type: none"> ❖ 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 diversity of values, traditions, languages and ways of life in society.

Enrolment Procedures / Guidelines.

Application Procedure

Enrolment takes place by written application during the month of March / April each year. Parent(s) / guardian(s) will be notified of enrolment via notices in the local Churches, the local shops, the local newsletter **The Arc**, the school notice-board and through older family members in school.

Provision of Key Information by Parent(s)/ guardian(s)

Parent(s)/Guardian(s) will be required to fill in a specific application form. The application form includes:-

- Pupil's name, age and address.
- Names and addresses of pupil's parent(s) / guardian(s).
- Contact telephone numbers.
- Contact telephone numbers in case of emergency.
- Details of any medical conditions, which the school should be aware of.
- Religion.
- Nationality.
- Previous schools attended, if any, and reasons for transfer, if applicable.
- Any other relevant information.
- Copies of child's birth cert. or baptismal cert. to be attached.
(Copy of current enrolment form attached)

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 parent(s) / guardian(s) of their decision within 21 days of receiving such information.

As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available.

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.

While recognizing the right of parent(s) / guardian(s) to enrol their child in the school of their choice, the Board of Management of Rathbarry National School 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. Assisting the school in such circumstances, the Board of Management 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. Educational needs of children of a particular age
3. Multi-grade classes
4. Presence of children with special educational / behavioural needs
5. DES maximum class averages directives.

In the event that applications for enrolment exceed / is expected to exceed the number of places available the following decision making process will apply.

The Board will exercise its discretion in the application of the following criteria.

The criteria includes the following

1. Brothers and sisters of Catholic children (including stepsiblings, resident at the same address) already enrolled in the school, living within the parish.
2. Catholic children living within the parish.
3. Brothers and sisters of children (including stepsiblings, resident at the same address) already enrolled in the school, of other faiths or no faith.
4. Children of school based teaching staff.
5. All children who live within the parish boundaries but are not Catholic.
6. Catholic children from outside the parish
7. All children who apply to the school and are not Catholics and not resident in the parish.
8. In the event of being unable to enrol children in any year, the child's name will be placed on the waiting list in accordance with the criteria as above.

Appeals Procedure.

In line with Section 28 of the Education Act 1998, parent(s) / guardian(s) who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal 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. Parent(s) /guardian(s), 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. An appeal form will be issued by the school to the parent(s) / guardian(s).

This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Admission Date.

Junior Infants may only be admitted to the school at the start of the school year.

Other pupils are enrolled during the school year (if newly resident in the area).

Enrolment of Children with Special Needs.

In relation to applications for the 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, to 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 of Management will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Special Education Needs Organiser (SENO), 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:

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

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education & Science.

The school will meet with the parent(s) / guardian(s) of the child and with the SENO 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 will be held, which may include parent(s) / guardian(s), principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, SENO or psychologist as appropriate.

Exceptional Circumstances

The school reserves the right to refuse enrolment to a 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.
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk, to other pupils, to school staff or to school property.

(see Appeals Procedure)

Pupils Transferring.

Pupils wishing to transfer from other schools may transfer to the school at any time, subject to the ***Rules Governing National Schools***, as well as our own school's enrolment policy, local arrangements with other schools and in some cases the approval of the Department of Education & Science. *It is a requirement of the Board of Management that information concerning attendance and the child's educational progress will be communicated between schools.*

Parent(s)/guardian(s) of all newly enrolled pupils will be invited to attend the school at enrolment. The Principal and Class Teacher will meet and talk to the parent(s) / guardian(s) and provide them with all necessary information regarding school.

Code of Behaviour

Children enrolled in Rathbarry National 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 and management. The Board of Management places parent(s) / guardian(s) responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

Circulation

This up dated policy will be circulated to all staff and Board of Management members.

Review

This policy will be reviewed in two years or as required.

Ratification & Communication

This updated Enrolment policy has been ratified by the Board of Management of Rathbarry National School at a meeting held on

and will be implemented as and from December 2008.

Signed: _____ Date:

Chairperson Board of Management
Rathbarry National School.

The ratified enrolment policy will be available on request at the school.