

SCOIL

PHÁDRAIG

ENROLMENT

POLICY

A: Title : Scoil Phádraig Enrolment Policy

B: Introductory Statement

This Policy was formulated following a review of the school's existing Enrolment Policy, in January 2012.

A Draft Policy was drawn up by the school Principal, Mr. Cathal Carr. It was circulated to all Board Members, discussed, edited and ratified by the Board.

C: Mission Statement

Scoil Phádraig is a Catholic School, under the Patronage of the Catholic Bishop of Kildare and Leighlin. Scoil Phádraig seeks to celebrate the uniqueness and importance of each child. All involved with the effective management and operation of the school seek to create an environment that is Welcoming, Inclusive and Safe, for pupils, staff and parents. We strive to build healthy, mutually-respectful relationships among all. Building the self-esteem of each individual is central to all our teaching, learning, and daily inter-actions. We see education as the development of the whole person, rather than just the passing on of knowledge and development of skills. Our everyday, lived experiences are based on the Christian principles of **Peace, Honesty** and **Respect**. These principles permeate through our Code of Behaviour, which is to be accepted by all families, on enrolment of every pupil in Scoil Phádraig.

It is the belief of the Board of Management of Scoil Phádraig that within the parameters of Department of Education & Skills regulations, guidelines, funding and resources and with due regard to the rights of the Patron, as set out in The Education Act, 1998, the school's Policy on Enrolment is underpinned by the following four principles.

- Inclusiveness:** Particularly with reference to the enrolment of children with a disability or other special educational needs.
- Equality:** With respect to maximum access and participation in the school.
- Parental choice:** In relation to choice of school, having regard to the characteristic spirit of the school.
- Respect:** For the diversity of values, beliefs, traditions, languages and ways of life in society.

D: Rationale

The Board of Management of Scoil Phádraig deems it necessary to have an Enrolment Policy, for the following reasons,

- (i) It is a requirement under The Education Act, 1998, Section 15 (2)d.
- (ii) To ensure that Scoil Phádraig adheres to best practice in the area of enrolment of pupils.

E: Aims

By having this policy, the Board of Management aims to:

- Clearly outline all procedures relating to the enrolment of pupils in Scoil Phádraig.
- Define clearly the catchment area of Scoil Phádraig.

- State clearly how many new pupils will be enrolled into Junior Infants, each year.
- State clearly which pupils will be enrolled, when demand for places exceeds the number of places available.
- State clearly that on enrolment in Scoil Phádraig, each pupil must abide by the School's Code of Behaviour.

F: General Information

Name:	Scoil Phádraig
Address:	Prosperous Road, Clane, Co. Kildare.
Telephone:	045-868620
Fax:	045-868620
Email:	office@clanebns.ie
Website:	www.clanebns.ie
Twitter:	Twitter:@Clanebns
Principal:	Mr. Cathal Carr
Deputy Principal:	Mr. Martin Eyres
Assistant Principals:	3 positions vacant due to Government moratorium on promoted Posts
Total No. of Teachers:	26, including Principal
Mainstream Classes:	19
Support Teachers:	Mrs. Monica Kilkenny Mrs. Claire Hackett Mrs. Bridgette Murphy Mrs. Lisa Wheatley Ms Sara Collins Ms Claire Faughnan

School Denomination: Scoil Phádraig is a Catholic School, under the Patronage of the Catholic Bishop of Kildare and Leighlin.

Scoil Phádraig is an all-boys school.

Scoil Phádraig is a vertical school – all classes from Junior Infants to Sixth class are taught.

Scoil Phádraig depends on the grants and teacher resources provided by the Department of Education and Skills.

Scoil Phádraig operates within the regulations laid down, from time to time, by the Department of Education and Skills.

Scoil Phádraig follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. In accordance with The Revised Curriculum for Primary Schools, programmes for work are presented in several curricular areas, some of which are further divided into subjects. These are,

- Language : English, Gaeilge
- Mathematics :
- Social, Environmental and Science Education (S.E.S.E) : History, Geography, Science
- Arts Education : Visual Arts, Music, Drama
- Physical Education
- Social, Personal and Health Education (S.P.H.E.) :
- Religious Education

In formulating school policy, the Board of Management of Scoil Phádraig must have regard to the resources and funding available.

G: Application Procedures

- (i) The Board of Management of Scoil Phádraig advises that parents who wish to enrol pupils in Junior Infants will be required to come to the school, to complete an “Enrolment Application Form”.

Enrolment will take place during the second term, at end of January or early February.

The Board will communicate the dates to the school community through appropriate local channels, e.g.

- (a) School Newsletter – sent home to families through oldest child.
- (b) Notice on school website.
- (c) Announcements by the school principal, to various senior classes.
- (d) Sunday Mass Newsletter
- (e) Parish magazine, “Le Chéile”
- (f) Poster on “Junior Infant Door” and “Main Door”.
- (g) The local newspaper, “The Leinster Leader”, under the “Clane Notes” column.

These “advertisements” will outline the dates, times, procedures etc. regarding application for enrolment.

Late Applications

The Board of Management will only accept late Applications up to the day before the date of the first Board of Management Meeting, which follows the official enrolment dates.

Applications received after the relevant Board of Management meeting will not be considered until the following year, unless there are available places.

(ii) **Provision of Key Information by Parents**

The Board of Management will require certain information, when children are being enrolled.

- (i) A specific Enrolment Application Form, provided by the Board, must be completed in full, signed and dated by Parent/Guardian.
- (ii) Parents/Guardians will be requested to supply an original Birth/Adoption Certificate.
- (iii) In the case of pupils Baptised outside the Parish of Clane, a Baptismal Certificate must be supplied by Parent/Guardian.
- (iv) Parents/Guardians will be requested to supply a Utilities Bill, clearly showing the address of the applicant Parent/Guardian.
- (v) Parents are required to complete an Information Sheet for POD (Pupil On-Line Database) as now required by the Department of Education and Skills.
- (vi) When offered a place, Parents/Guardians will be asked to read the The School's Code of Behaviour, Child Protection Policy and Anti-Bullying Policy which are available on our website . The Board of Management insists that Parents/Guardians must confirm (sign and date) that The Code of Behaviour, Child Protection Policy and Anti-Bullying Policy are acceptable to them and that they shall make all reasonable efforts to ensure compliance with them, by the child(ren). If required, hard copies of the above policies will be available from the office on request.

Both the Enrolment Acceptance Slip and Acceptance of policies must be returned to the school.

When issues arise in relation to guardianship, custody and access arrangements, the Board will not treat the application as being complete until such time as all relevant documentation e.g. any and all documents following court proceedings, have been presented to the school Principal.

H: Decision - Making

Decisions in relation to applications for enrolment are made solely by the Board of Management of Scoil Phádraig, in accordance with school policy.

Decisions in relation to all applications will be given in writing within 21 school days of receiving a complete application.

The Board of Management will have regard for any relevant Department of Education and Skills guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

The Board of Management is bound by the Department of Education and Skills' Rules for National Schools which provide that pupils may only be enrolled from the age of four years and upwards i.e. pupils must have reached their fourth birthday before September 1st, of the year of admission.

With due consideration of the aforementioned factors, as a general principle, and in so far as practicable, children will be enrolled on application, provided that there is space available and having regard to the School's Enrolment Policy.

Admission

If the school's admission and enrolment numbers have not been reached, the Board will admit all children of the appropriate age, whose parents wish them to attend the school.

A child may not be allowed to attend or be enrolled in the school before his fourth birthday (Rule 64.1). No child will be refused admission to the school on account of the social position, religious beliefs and practices, nationality or cultural background of Parents/Guardians, nor will any child be kept apart from other pupils, on such grounds.

I: Admission Criteria

The Board of Management will apply the following criteria, to identify which children should be admitted at initial admission to education (Junior Infants) or on transfer from another primary school.

- (i) Children who are four years of age before September 1st, and who normally reside in the school's catchment area - the Church/Postal area of Clane.
- (ii) Children who are four years of age before September 1st, and who have brothers attending the school.
- (iii) Children who are four years of age and whose sister(s) is/are attending Scoil Bhríde.
- (iv) Children who are four years of age and whose parent is a permanent employee of Scoil Phádraig, Scoil Bhríde or Scoil Mhuire.
- (v) Children who are four years of age and who reside outside of the school's catchment area.

N.B. Parents of such children must apply in writing to the Board of Management. Each application will be dealt with separately, and on its own merits.

If and when demand for places exceeds the number available, then enrolment in Junior Infants shall be strictly according to age i.e. oldest children will be granted places first, of those who meet one or more of the criteria at 1 - 4 above.

The Board of Management shall exercise its discretion in the application of the aforementioned criteria.

Admission Day/Date

The Board of Management advises that Junior Infants may only be admitted to the school on the first school day (usually September 1st).

However, a Junior Infant pupil may be admitted during the school year, when his family has come to reside in the catchment area, **only if he has already attended another school, as a Junior Infant, and if there is a place available in Scoil Phádraig.**

J: Enrolment of Children with Special Needs

In relation to applications for the enrolment of children with special needs, the Board may request a copy of the child's medical and/or psychological report(s). Where such a report is not available, the Board may request that the child be assessed immediately.

The purpose of the assessment report would be to assist the school in establishing the educational and physical needs of the child, relevant to his disability or special needs and to assist in the provision of the support services required.

Following receipt of the report(s), the Board will assess how the school could meet the needs specified. Where the Board deems that further resources are required, it shall, prior to enrolment, request the Department of Education and Skills and/or SENO, to provide the resources required to meet the needs of the child as outlined in the report(s). These resources may include access to or the provision of any or a combination of the following: visiting teacher services, resource teaching hours, special needs assistant, specialised equipment or furniture, transport services or other.

The Principal and representative(s) of the Board shall meet with the Parents/Guardians to discuss the child's needs and the school's suitability or capability in meeting these needs. Other parties i.e. class teacher, learning support teacher, resource teacher, psychologist etc. may or may not attend the meeting.

Following such consultation(s), it may be necessary for the Board of Management to decide to defer enrolment of a particular child, pending,

- (a) the receipt of an assessment report and/or
- (b) the provision of appropriate resources by the Department of Education and Skills, to meet the needs specified in the Educational/Psychological and/or Medical Report(s).

K: Refusal to enrol on grounds of "Exceptional Circumstances"

In rare and exceptional circumstances, the Board of Management may refuse to enrol a pupil, if

- (i) in the opinion of the Board of Management, the pupil poses an unacceptable risk to the Health and Safety of other pupils, school staff and/or school property.
- (ii) in the opinion of the Board of Management, the pupil concerned has Special Needs such that, even with additional resources sanctioned by the Department of Education and Skills and/or SENO, the school cannot meet such needs and/or provide the pupil with an appropriate education.

L: Right of Appeal

Section 29 of The Education Act, 1998, provides for a Right of Appeal against a decision to refuse enrolment.

The School Principal, on behalf of the Board of Management, will inform the Parents/Guardians, in writing of their Right of Appeal to the Secretary General

of the Department of Education and Skills, when all “local discussions” following the refusal to enrol, have concluded.

The Principal and Chairperson of the Board of Management will have responsibility for preparing a response for the Appeals Committee, if and when an appeal is initiated.

M: Pupil Transfer from other Primary Schools

The Board of Management advises that pupils who come to reside in the school’s catchment area may transfer to Scoil Phádraig, at any time during the school year, subject to school policy, **available places** and in some cases, the approval of the Department of Education and Skills.

If a vacancy exists, the Principal shall then admit and enrol the pupil(s).

The Principal, who has been delegated authority to act on behalf of the Board of Management in such matters, will request a transfer certificate from the school the pupil(s) previously attended.

In accordance with The Education Welfare Act 2000, the Principal will also request that copies of Progress Reports and information concerning attendance, be made available to Scoil Phádraig, following the enrolment of the pupil.

N: Code of Behaviour

Appendix 2 – Code of Behaviour of Scoil Phádraig.

O: Review

This Enrolment Policy will be reviewed by the Board of Management when it is deemed necessary e.g. in line with any changes in legislation or as required by any Department of Education and Skills circular.

P: Ratification

This revised Policy was ratified by the Board of Management at its meeting on 6th January, 2016.

Signed: _____ Date: _____
Mr. Brian Connolly
(Chairperson, Board of Management)

_____ Date: _____
Mr. Cathal Carr
(Principal)

Q: Communication/Circulation of Policy

It is available in hard copy, from the office of Scoil Phádraig, on request.