

ENROLMENT POLICY

Killina National School

Introduction

This policy was formulated to comply with the provisions of the Education Act 1998. Representatives of the parents, teachers and Board of Management were involved in its formulation. This policy will support the vision of the school:

“Scoil Naisiúnta Oilibhéar Pluingcéad, Killina, Carbury is under the patronage of the Bishop of Kildare and Leighlin and is a Catholic School. The purpose of the school, as a centre of Catholic Education is to help the students to take their place in society as educated, responsible and committed Christians, with a philosophy of life which is spiritually enriching and which will enable them to contribute positively to the society in which they live.

The educational program of the school is directed to the growth of the whole person, and has its source in a Christian vision.

Our school endeavours to be flexible in facilitating alternative arrangements for those who do not wish to avail of the Catholic religious education we offer. It is important that the beliefs and sensibilities of every child are respected”.

The Board of Management trusts that this policy will assist parents in relation to enrolment matters and furthermore, the Chairperson of the Board of Management and/or the principal, will be happy to clarify any further matter arising from the policy.

GENERAL INFORMATION

Name: St. Oliver Plunkett NS

Address: Killina, Carbury, Co. Kildare.

Phone Number: 046 9553522

Email: killinans@eircom.net

Website: www.killinans.ie

Denomination: This is a Catholic School under the patronage of Bishop of Kildare and Loughlin.

Classes Taught: The school is a vertical Primary School and has all classes; junior infants to sixth. It is a mixed school. The school depends on the financial 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. All school policies must take account of available resources and funding. 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).

Ethos: Within the context and parameters of Department 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 ways of life in society.

Opening Hours: The school day commences at 9.20am and concludes at 3pm.

Code of Behaviour: See Code of Behaviour **Appendix 1.**

Please note sections regarding suspension and expulsion. Also the Board of Management, as a condition of enrolment, requires his/her parents/guardians to confirm in writing that the Code of Behaviour provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with this code by the child.

PROCEDURES:

In the event of the number of children seeking enrolment in any given class/standard exceeds the number of available places, the following criteria (listed in order of priority) will be used to offer places of enrolment:

Criteria for admission:

As a school under the patronage of The Bishop of Kildare and Leighlin the following order of priority will be implemented in the enrolment/admission of children in the school

1. Brothers and sisters of children in the school.
2. Catholic children of the parish (including children of Travelling Community resident within the parish).
3. Catholic children who live outside the parish and do not have a Catholic School in their parish.
4. All children who live within the parish boundaries but are not Catholic applying for a placement are entitled to a place if there are vacancies after the groups from (1) to (3) have been allocated places.
5. Children who apply to the school and are not Catholics and not residents within the parish boundaries are entitled to a place if there are vacancies after the groups from (1) to (4) have been allocated places.

The Board of Management may have to operate a cut off in age of applicants if there is pressure for places in junior infants in the school. 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. (Pupil must be 4 on the 1st September of the year of enrolment)

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Oliver Plunkett NS will endeavour 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 the 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:

- a. the size of/available space in classrooms
- b. multi-grade classes, if applicable
- c. the educational needs of children of a particular age.
- d. DES maximum class average directives
- e. presence of children with special educational/behavioural needs

Admission Date: This is usually on the first day of the new school year.

Application procedure:

Each year the four parish schools will inform parents that enrolment forms are available and inform parents of the deadline for returning the forms to the school. Decisions in relation to application for enrolment are made by the Board of Management of the school in accordance with the school policy. Generally and in so far as is practical having regard to the school's enrolment policy, parents/guardians will receive a decision regarding enrolment within 21 days of the closing date (whereby all specified and other requested information has been received by the school and if not within 21 days after receipt of same). Parents/ guardians will be informed of decision in writing. Closing dates will be agreed by the four parish schools each year.

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 or any other relevant reports or where such a report is not available, may 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 could meet the needs specified in the report. Where the board deems that further resources are required it will, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the aforementioned report.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

Transfer of Pupils

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills.

It is a requirement of the Board of Management " that information concerning attendance and the child's educational progress be communicated between schools." (Section 28, Education Welfare Act).

Appeals.

The Board of Management of a school is also obliged under section 19(3) of the Education Welfare Act 2000 to make a decision in writing in respect of an application for enrolment within 21 days (whereby all specified and other requested information has been received by the school and if not within 21 days after receipt of same), and to inform the parents in writing of that decision. In the case of applicants entering junior infants, 21 days after the deadline for enrolment providing all necessary documentation has been provided.

Parents of pupils who have been refused enrolment will be informed by letter of their entitlement to appeal the decision of the Board of Management. They will be informed that they may appeal the decision to the Board of Management if they feel the Board's decision is contrary to the school's enrolment policy. A parent wishing to appeal such a decision should write directly to the chairperson of the Board of Management outlining their grounds for appeal. The case will be discussed by the Board of Management within 8 days and the outcome will be communicated promptly in writing to the parent(s). If the refusal to admit remains the parents will be directed to visit the DES website and consult circular 22/02.

Where a Section 28 appeal to the Board of Management fails, 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 Skills. A committee is established to hear the appeal with hearings conducted with a minimum of formality. In most cases appeals must be dealt with within 30 days. Where appropriate, the Secretary General may give whatever directions to the Board of Management that are considered necessary to remedy the matter complained of.

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's website at www.education.ie.

In the event that an appeal is investigated by the DES, a response will be prepared by the Principal and the Chairperson of the Board of Management, Section 12 of circular 22/02 will be consulted which relates to the Processing of an Appeal.

Code of Behaviour.

See **Appendix 1**

Implementation and Review:

This policy will be implemented immediately in Killina NS with the support of the Board of Management. It will be reviewed again in the 2018 - 2019 school year or sooner if deemed necessary.

Ratification:

- The policy was presented to the Board of Management and ratified on **18th April 2016**.
- The policy was communicated to the parents via the school website.
- All new applicants for enrolment will receive a copy of the enrolment policy on applying for enrolment.