

ENROLMENT POLICY

Introduction

The Board of Management of Le Chéile National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998. Matters arising from the policy can be clarified by the Chairperson of the Board of Management _____, c/o Le Chéile National School, Roxboro rd., Limerick . Tel. Ph : _____ and the Principal. Mary Blennerhassett , c/o Le Chéile N.S, Roxboro Rd., Limerick. Tel. Ph: _____

Le Chéile NS operates under the Rules for National Schools, Education Act (1998), the Education Welfare Act (2000), enacted sections of the Education of Persons with Special Needs Act (2004), all relevant Equality legislation and Department of Education and Skills (DES) circulars.

School Name : Le Chéile.
School Roll Number:
School Address: Roxboro Rd., Limerick.
Telephone number:
Denominational Character: Roman Catholic.
Name of Patron: Brendan Leahy, Bishop of Limerick.
Total number of Teachers:
Range of classes: Junior infants to 6th class.
Gender orientation of School: Co –educational.

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.
- 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.

Aims

- To inform parents about the school, its 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 those criteria are informed by our ethos, mission statement and current legislation.
- To specify what information is required by the school at time of application.

Context, Resources, School Organisation & Curriculum

The school depends on the grants and teacher resources provide by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the DES. School policy has regard for the resources and funding available. The school 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).

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:

- 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 diversity of values, beliefs, traditions, languages and ways of life in society.

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 of Management.
- In the event of refusing an application for Enrolment the Board of Management will follow procedure as set out by the Department of Education & Skills in Circular 22/2002.

Role of the Principal

- To formulate a draft policy in consultation with the teaching staff, parents, and Board of Management.
- To monitor its implementation and to ensure that it is reviewed by the review date.
- 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/ guardians of an applicant with a copy of the school's Code of Behaviour.
- To provide, on request, to any parent/ guardian of a child registered in the school, a copy of the Code of Behaviour.
- Where a child is refused admission, to advise the parents / guardians of their right of appeal under section 29 of the Education Act 1998 to the Board of Management and the Department of Education & Skills 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 and SEN Co-ordinator.
- 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 Parents.

It is the responsibility of parents/guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangement to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

Enrolment Procedures.

Application Procedure:

Parents are notified towards the end of second term that registration for Junior Infants for the following September has commenced in the school. Parents are invited to call to the school to fill in an application form (Appendix 1) for Junior Infants.

Notification is done:

1. by note to existing pupils in relation to their siblings
2. by note to parents of children attending pre-school/ Early Start
3. by notice in Parish Newsletter
4. by notice in local shops, health centre and advertisement in local newspaper.

Names of children for whom an application form has been received will then be placed on a waiting list.

Commented [LF1]: Cannot have a waiting list

The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school. A sample form is attached as appendix 1 to this policy. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address and telephone contact numbers are recorded in the School Record of Applications, and the attached acknowledgement (Appendix 2) together with a copy of this policy is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

Entry in the School Record of Applications means that an application will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board of Management listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Parents and pupils are then invited to an induction day in June, when they are asked to complete the school registration form (Appendix 3). Incoming pupils will spend some time with their teacher and meanwhile parents are familiarised with school routine by Principal and Home School Community Liaison Co-ordinator. Parents are given a copy of the school's Code of Behaviour/Discipline policy to read and retain and are requested to confirm in writing their acceptance of the code.

Code of Behaviour.

All offers of enrolment are subject to acceptance of the school's Code of Behaviour.

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 parents of their decision within 21 days of the closing date for the receipt of applications.

The Board will have regard for relevant Department of Education & Skills 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 Skills *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards. Children applying to enrol in Le Chéile N.S. must have reached the age of 4 years by August 31st of the year they will commence school.

If the number of children on the waiting list exceeds the number of places available the following prioritizing criteria (in order of priority) will be used:

1. Priority is given to brothers and sisters of children already in the school. If the class is over subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
2. Families whose primary residence is in Holy Family parish or Our Lady Queen of Peace parish. Places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
3. If space is still available, places will be filled by random selection which will be independently verified.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education & Skills Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- size and available space in classrooms
- educational needs of children of a particular age
- multi-grade classes
- presence of children with special educational/behavioural needs
- health and Safety
- appropriate supports and resources are available
- time of year

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined in this policy.

Pupils Transferring.

Pupils may transfer from another school to Le Chéile National School subject to school policy and space available. A request may be made by the school for information relating to attendance, educational progress and behavioural record of the pupil(s) to be forwarded from the previous school.

Failure to fully complete forms will result in refusal to admit the applicant.

Application form(s) are available from the school secretary.

Enrolment of Children with Special Needs.

On 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, will 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 can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, assess 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.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department & Skills.

Appeals

The Board of Management of Le Chéile National School in compliance with section 19(3) of the Education Welfare Act 2000 will make a decision in writing in respect of an applicant for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/ guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian 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. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

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 of Educations and Skills website at www.education.ie

Exceptional Cases.

The Board of Management of Le Chéile National School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child has special needs such that, even with additional resources available from the student with an appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process.
- Clarity and transparency relating to the process.
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol.
- Positive parental feedback.

Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the staff and Board of Management every 2 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.

Communication

Copies of this and all policies are available on request or to view on the school's website.

Ratification & Review

This policy has been ratified by the Board of Management on _____ and will be reviewed in _____ .

Signed: _____
Chairperson Board of Management

Date: _____

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

Enrolment Application Form 2015

Le Chéile National School

Child's Name:- _____

Date of Birth: _____ Gender : _____

Address (at which the applicant resides): _____

Name of sibling(s) currently enrolled, and class: _____

Previous School/Pre-school: _____

Any other information e.g. Special needs etc. _____

Parent(s) / Guardian(s) details:-

Name: _____ Parent Custodian Legal Guardian

Address: _____

Home Tel: _____ Mobile: _____ Email: _____

Name: _____ Parent Custodian Legal Guardian

Address: _____

Home Tel: _____ Mobile: _____ Email: _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed enrolment applications must be returned to Le Chéile National School,
Roxboro Rd., Limerick, by 31st May 2015.

**Enrolment Registration Form 2015
Le Chéile National School**

Pupil's name: _____

PPS number : _____

Telephone Numbers:

Home _____ Mobile _____

Emergency _____ Contact Name _____

Person/s Nominated to Collect Child:- _____

Previous School(or Pre-school) _____

Family Doctor:- _____ Phone:- _____

Any Illness/Allergies or other medical information:

Any Special Needs:

Birth Certificate Received

Consent Form

I give permission:

1. for my child to participate in school Outings or Events
2. for school authorities to call a Doctor or ambulance should they deem it necessary
3. to be photographed or videoed while in the care of the school
4. to change clothes should the need arise

Note: *These consents will remain in force while the pupil remains at the school unless it is specifically withdrawn by the parent or guardian.*

Signed: _____

Date: _____

Parent/Guardian