

Rathcormac National School,
Drumcliffe,
Co. Sligo.
F91 NX21



Principal
Mr Frank O'Sullivan
Roll No. 19408 N

Phone No. 071 9143962
Mobile: 0876817267

Email: rathcormac.ias@eircom.net

www.rathcormacsligons.scoilnet.ie/blog

Enrolment Policy.

Introductory Statement

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). It was drawn up in consultation with the staff, parents' representatives on the Board and the Board of Management and ratified by the Board of Management. 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, Mr John McAteer, c/o Scoil Coilm Cille, Rathcormac or the school principal Frank O' Sullivan will be happy to deal with any queries relating to this policy.

General Information

School Name: Scoil Colm Cille.

School Address: Rathcormac, Co. Sligo.

Telephone No.: 071-9143962

Denominational Character: Roman Catholic. (see attached Mission Statement)

Name of Patron: Reverend Bishop Kevin Doran.

Total Number of staff in the School:

- Principal Teacher,
- 9 class teachers,
- 3 special education teachers,
- 1 secretary,
- 2 S.N.A.s
- 1 caretaker.

Range of Classes Taught: From Junior Infants to Sixth classes, mixed.

Opening Hours: 9.20-3.00.

Funding.

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

Rationale.

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.

While recognising the rights of parents to enrol their children in the school of their choice, the Board of Management is also responsible for respecting the rights of the existing school community and in particular the rights of the children already enrolled. This requires balanced judgements which are guided by the principles of natural justice and acting in the best interests of all children. Assisting the school in such circumstances, the B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind;

- (a) Size of / available space in the classroom
- (b) Educational needs of children of a particular age
- (c) Multi-grade classes
- (d) Presence of children with special educational/behavioural needs
- (e) DES maximum class average directives

Curriculum.

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).

Enrolment Procedures.

Application Procedure

Parents and children are invited to an open day in our school, which will take place before the end of February. Notice of this open day will be posted in the local parish newsletter as well as through communication with families already attending the school. Also, any parents who have previously been in touch with the school expressing an interest in their child enrolling will be contacted. Parents will be required to fill out an application form to enrol their child.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. Parents will be provided with an application form for this purpose. The following information will be required on this form:

- *Pupil's name, age and address;*
- *Names and addresses of pupil's parents/guardians;*
- *Contact telephone numbers;*
- *Contact telephone numbers in case of emergency;*
- *Details of any medical conditions of which the school should be aware;*
- *Previous schools attended, if any, and reasons for transfer, if applicable; and*
- *Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000) or Education for Persons with Special Educational Needs Act (2004)*

Applications will not be treated as complete until such time as all necessary documentation has been received.

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 receiving such information. As a general principle and in so far as practicable having regard to our school's enrolment policy, children will be enrolled on application, provided that there is space available. Admission of junior infants takes place on the first day of the academic year. Any child who has not reached his/her fourth birthday **cannot** be enrolled at any time.

The Board will have regard for relevant Department of Education and 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 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.

Should the number of children seeking enrolment in any class exceed the number of places available (due to the BOM being unable to provide suitable accommodation, or recruit the required staff), the following criteria will be used to prioritise children for enrolment;

- (a) Brother and sisters (including step-siblings, resident at the same address) of children already enrolled – priority to oldest.
- (b) Children living within the parish – priority to oldest.
- (c) Children of current school staff – priority to oldest.
- (d) Children whose home address is closest to the school (as measured by a straight line on an O.S map) if the child is normally resident outside the parish / agreed catchments area.
- (e) In the event of being unable to enroll a child(ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c) for the subsequent school year over other children on the class waiting list.
- (f) B.O.M. reserves the right to refuse admission based on maximum class size.
- (g) Junior Infants must be four years old on/by May 1st, where the number of applications in any year exceeds the availability of places.

The B.O.M. reserves its right to refuse enrolment in exceptional circumstances, e.g.

- A pupil has needs such that, even with additional resources available from the D.E.S., the school cannot meet such needs and/or provide the pupil with an appropriate education
- In the opinion of the B.O.M. the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

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, 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, prior to enrolment, 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, 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.

The school will meet with the parents 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 may 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.

Notwithstanding the availability of such resources, parents of children who feel that the level of educational provision in the school does not meet their needs, may wish to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

Pupils Transferring

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.

Code of Behaviour

Our school's Code of Behaviour is enclosed in the Enrolment Pack along with information on the RSE Programme and the Stay Safe Programme. Parents will sign a clause on the Enrolment Form to indicate their compliance with these policies. Children are required to co-operate with and support all school policies.

In accordance with the Department of Education's rules for National Schools, and the Education Act a child may be suspended.

It is the policy of the Board of Management that all infant children go home at 2.00pm when the infant school day ends. (Where this policy provides difficulties on an on-going basis, parents should write to the Board to state their case.)

Right of Appeal

Section 29 of the Education Act provides for a right of appeal against a decision to refuse enrolment.

In such cases the principal will inform parents of their right of appeal. If and when an appeal is initiated, the Chairperson is responsible for preparing a response for the Appeals Committee.

Communication

This policy will be circulated to parents, put on the school blog and will be available for inspection in the school.

It will be reviewed as and when necessary.

Ratification

This policy has been ratified by the Board of Management.

Signed: _____
Mr. John McAteer (chairperson)

Date: _____