

# **ENROLMENT POLICY**

## **Section A. General Information**

### ***General Introduction***

*This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). 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. Albert Comer, The Green, Dunmore, and the principal teacher, John O' Mahony, Scoil Nioclás Naofa, Dunmore, will be happy to clarify any further matters arising from the policy.*

***School Name:***                      ***Scoil Nioclás Naofa***

***School Address:***                ***Sion Hill, Dunmore, Co. Galway.***

***Telephone No.:***                ***093-38349***

***Denominational Character: Catholic***

***Name of Patron:***                ***Archbishop Michael Neary***

***Total Number of Teachers in the School: Principal, 8 Mainstream Class teachers, and 2 LS/RT teachers.***

***Range of Classes Taught: Junior Infants to Sixth Class Mixed School***

*The school depends on the 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. School policy has regard to the resources and funding available.*

*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).*

*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.

## **1. Admission:**

*If the school's admission and enrolment numbers have not been reached, the school will admit all children of the appropriate age whose parents wish them to attend Scoil Nioclás Noafa. A child may not be allowed to attend or be enrolled in the school before his/her fourth birthday.*

*No child will be refused admission to the school on account of the social position of his/her parents, nor any child kept apart from the other children on the grounds of social distinction, race, ethnicity, religious persuasion or nationality. Ours is an inclusive school.*

## **2. Admission Criteria:**

*Any child who is four years of age on 1<sup>st</sup> September and who applies for a place is entitled to be enrolled if there are places in the school.*

*In the case of children who reach their fourth birthday soon after 1<sup>st</sup> September, these will be enrolled on their fourth birthday, with the prior agreement of the school authorities, particularly in relation to maximum class size.*

*It is desirable in such cases that the child would already be familiar with his/her new classmates through contact in the community e.g. through a pre-school.*

*It is school policy that, a child will not be enrolled in Junior Infants following the 30<sup>th</sup> September deadline unless he/she is being transferred from another school and has reached his or her fourth birthday.*

*Children enrolled in our school are required to co-operate with, and support, the Board of Management's Code of Behaviour as well as all other policies on curriculum organisation and management.*

*The Board of Management holds parents/guardians responsible for ensuring that their child/children co-operate with said policies in an age-appropriate way. These policies may added and revised from time to time.*

### **3. Transfer From Other Primary Schools:**

*At any time of the year, a parent may transfer his or her child from one national school to another, either with the consent of the Minister For Education or when a transfer is made because of a change of the ordinary residence of the child*

*Such a transfer will be made within the context of other school policies with particular reference to health and safety and maximum class size.*

*Where a child is transferred, the principal teacher will, on demand, give to the parents of the child a certificate of transfer form, stating the class in which the child was enrolled and outlining the period of attendance and absences of the child.*

*Subject to parental approval, the school will seek to be given all relevant information regarding the academic performance of the child and any other relevant information regarding behaviour, family circumstance etc. Particular note will be made of the attendance record of the child with due regard to NEWB regulations.*

### **4. 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 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 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 Science to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may, for example, recommend 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 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 parents, principal, class teacher, SENO, resource teacher for special needs or psychologist, as appropriate.*

## **5. Enrolment Procedure**

*Enrolment is by way of written application using the appropriate school enrolment form. This form (see appendix) will furnish the school with all details relevant to the pupil.*

*In the case of incoming Junior Infants, every spring, the teachers in Scoil Nioclás Naofa meet with new parents. A booklet explaining the ethos of the school together with school policies is presented to the parents. The meeting is proving to be very helpful in fostering good relationships with new families.*

### ***Appeals***

*The Board of Management of a school is also obliged under section 19(3) of the Educational Welfare Act 2000 to make a decision in writing in respect of an application for enrolment within 21 days and to inform the parents in writing of that decision.*

*Where a Board of Management refuses to enrol a student in a school, 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 Science.*

*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.*

## **6. Transfer To Post-Primary Schools:**

*A pupil may only be recognised in a post-primary school:*

- 1. Who is not less than 12 years of age on 1<sup>st</sup> January of the school Year.*
- 2. Who as a rule, has completed a full course of primary education. There are no exceptions to the terms of (1) above. An exception May be made in the case of a pupil who is 13 years or more on 1<sup>st</sup> August of the post primary school year and who has completed Fifth Class in Primary School.*

*The majority of children from Scoil Nioclás Naofa transfer to Dunmore Community School. All information relevant to the pupils' further education is provided and made available on request to all 2<sup>nd</sup> level schools. Parental permission is required for this transfer of information. This information is of particular importance in the case of special needs pupils.*

## **7. Promotion:**

*It is normal practice that children are promoted to a higher standard at the end of the school year. Occasionally, a child may be retained in a particular class-grade for a second year for a number of reasons including immaturity, level of academic achievement and prolonged absence. The decision to retain a child is made in consultation with the parents and in the best educational interest of the child.*

## **8. Class Arrangements**

*Scoil Nioclás Naofa has seven mainstream class teachers based on the Schedule of Appointments as formulated by the DES.*

*As there are eight classes to be taught, some children will be taught in multi-class situations. It is our policy that children in Junior Infants, Senior Infants and Sixth class will be taught in a single class situation, such as is practicable, given that classes may vary in size depending on the enrolment in any given year.*

*This policy on class arrangements, like all other policies is subject to review on an annual basis and may be amended by the Board of Management subject to changing circumstances.*

*The most effective use of personnel in the delivery of quality teaching and learning is a guiding principle in this school. The Board of Management, in consultation with Principal and staff, will endeavour to use teaching personnel in the most creative and efficient manner for the well being of the school community.*

*In some circumstances, it is difficult to adhere to the DES Guidelines on maximum class size. Accordingly, every effort is made to ensure that children in multi-class situations are placed in a group most suited to their abilities.*

*In deciding the make up of these multi grade classes, the age of the pupils is the sole determining factor as to which pupils will be assigned to a room containing a class older or younger than them. This decision on the splitting of classes was decided upon by the Board of Management in June 2005.*

***Code Of Behaviour:***

*Upon the enrolment of their child, parents are given a booklet which contains an outline of many school policies, e.g. Healthy Eating, Homework, Administration of Medicines etc. and also the Code of Behaviour. This Code is based on the principles outlined in the NEWB booklet on developing a Code of Behaviour.*

*Parents are asked to read and take full cognisance of its contents and indicate to the school that they are prepared to enrol their child based on a willingness to uphold this and other school policies.*

***9. Ratification:***

*This policy was reviewed and ratified by the Board of Management in October 2010.*

***Signature of Chairman:*** -----

***Date:*** -----