



Enrolment Policy



SCOIL PHÁDRAIG NA OFA BUACHAILÍ

Enrolment Policy

SECTION 1: GENERAL INFORMATION

Introduction

This enrolment policy is 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, Very Rev Fr David Gibson, Scoil Phádraig Naofa Buachaillí, Dublin Rd., Limerick and the principal teacher, Anthony Liddane, Scoil Phadraig Naofa Buachailli, Dublin Rd., Limerick will be happy to clarify any further matters arising from the policy.

Scoil Phádraig Naofa Buachaillí operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

School Name:	Scoil Phádraig Naofa Buachaillí
School Roll Number:	16443A
School Address:	Dublin Rd., Limerick
Telephone No.:	061-412913
Denominational Character:	Catholic
Name of Patron:	Bishop Brendan Leahy
Total No. of Teachers:	14
Range of Classes Taught:	Junior Infants to Sixth Class
Gender Orientation of School:	Male

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.

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

SECTION 2: ENROLMENT PROCEDURES

Application Procedure

Parents who wish to enrol their son/s in the Junior Infants class and other classes will be required to do so by way of written application only. The closing date for receipt of applications is the 16th January at 12 noon. Enrolment application procedures will be communicated to the school community through the school newsletter, the school website and the parish bulletin.

Provision of Key Information by Parents/Guardians

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained from the Principal or the secretary of the school.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

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 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 Skill'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. Children applying to enrol in **Scoil Phádraig Naofa Buachaillí** must have reached the age of 4 years by August 31st of the year they will commence school.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address)*
2. *Applicants with sisters attending St Patrick's Girls' School*
3. *Children of past pupils of the school*
4. *Children residing in the parish*
5. *Children of staff members*
6. *Random selection (independently verified).*

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the Department of Education and 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

Admission Day/Date

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school on the first day of the new school year.

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, 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/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 of Education and Skills.

Pupils Transferring

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress. Such applications will only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

SECTION 3: APPEALS

The Board of Management of **Scoil Phádraig Naofa Buachaillí** in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application 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 Education and Skills website at www.education.ie

SECTION 4: EXCEPTIONAL CASES

The Board of Management of **Scoil Phádraig Naofa Buachaillí** 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 Department of Education and Skills, the school cannot meet such needs and/or provide 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.

SECTION 5: POLICY APPROVAL/RATIFICATION

This policy was ratified by the Board of Management of **Scoil Phádraig Naofa Buachaillí** on 28th April 2010

Signed: _____ Chairperson, Board of Management

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



Enrolment Application Form

Scoil Phádraig Naofa Buachaillí, Dublin Road, Limerick.

Pupil's First Name: _____ Surname: _____

Date of Birth: _____

Address (at which the applicant resides): _____

On what year do you wish your child to start school? September of _____

Class you wish your child to start: Junior Infants(Please tick if yes) Other: _____

If brother currently attends St. Patrick's Boys please state:

Name: _____ Class: _____

If a sister is now or was previously enrolled in St. Patrick's Girls' School please state:

Name: _____ Class/ Years attended: _____

If the father/guardian of the child attended St. Patrick's Boys' N.S. please state:

Name: _____ Years attended: _____

Parish in which the applicant resides _____

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 school no later than 12 noon on the 16th January (or the next working day) Do you consent to receiving notifications through email regarding this application? Yes [] No []



FOR OFFICE USE ONLY: DATE OF RECEIPT OF APPLICATION: _____



ENROLMENT REGISTRATION FORM

Scoil Phádraig Naofa Buachaillí

Child's Name: _____ Date of Birth: _____

Address (at which the applicant resides): _____

Religion: _____ Nationality: _____

Place of child in family: _____ No of brothers: _____ No of sisters: _____

PPS no. _____ First language spoken at home: _____

Schools attended (if any): _____ Present class: _____

Name of other family members attending the school: _____

Father's name: _____ Nationality: _____ Phone No: _____

Mother's name: _____ Nationality: _____ Phone No: _____

Mother's email address: _____ Occupation: _____

Father's email address: _____ Occupation: _____

Minder's name: _____ Phone No: _____

Other contact in case of emergency: _____ Phone No: _____

Relationship to child: _____

Has your child any current or previous medical condition? _____

Is he on medication? _____

Has he a problem with Hearing? _____ Sight? _____

Does your child have any Speech or Language problems? _____

Has your child been referred to a Psychologist/Psychiatrist/ Speech and Language Therapist/Occupational Therapist or other services? _____

If yes please give details: _____

Did your child attend Pre/Play School? _____

Please turn over (P.T.O.)

Does your child have any special needs? _____

Who are your child's special friends? _____

Any other information you feel his teacher should be aware of:

To which ethnic or cultural background group does your child belong (please tick one)?

White Irish { } Any other White Background { } Irish Traveller { } Black African { } Any other Black Background { } Roma { } Chinese { } Any other Asian Background { } Other, including mixed race background { }

- White Irish
- Irish Traveller
- Roma
- Any other White Background
- Black African
- Any other Black Background
- Chinese
- Any other Asian background
- Other, including mixed race backgrounds

I agree to abide by the policies that underpin the running of the school (Policies are available on the school website www.stpatricksboysns.com)

YES: NO:

I have completed this form truthfully and honestly.

YES: NO:

I have read the POD information leaflet and consent for category 2 information (Religion and Ethnic or Cultural Background) being stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.

YES: NO:

Would you be interested in getting involved in school activities e.g. the Parents' Association, or school occasions?

YES: No:

Signed:

Parent/Guardian 1: _____

Parent/Guardian 2: _____

Date: _____

FOR OFFICE USE ONLY:

DATE OF RECEIPT: _____

BAPTISMAL CERT: YES NO: BIRTH CERTIFICATE: YES NO:

APPENDIX (3)

Primary Online Database Information Sheet

There are three categories of pupil data which will be shared by schools with the Department of Education and Skills. Category 1 information covers data that is required to validate the pupil's identity. This information will be transferred to the PPSN validation service of the Department of Expenditure and Reform or the Department of Social Protection for validation purposes only.

Category 1 information also covers pupil level data which is necessary for policy and planning purposes within the Department of Education and Skills. A full listing of the variables collected, along with the purpose for each piece of information, can be found in Appendix A of the Fair Processing Notice for the Primary Online Database, available at www.education.ie

Category 2 covers sensitive personal data (Religion and Ethnic or Cultural Background) which the Department asks primary schools to furnish, and which requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 001/2014 a copy which is available at www.education.ie or on request from your child's school. Your consent is also required for this information to be forwarded to any other primary school your child may transfer to during their time in primary school.

Category 3 data is information which is required at school level only and will not be accessible to the Department of Education and Skills. This data will be kept on your child's POD record for the duration of their primary schooling and for two years afterwards.

Please note that the reference to "you" in this form means a parent or a guardian of a pupil, or a pupil aged 18 years and over who is attending a recognised primary school.

Declaration of Agreement



I have received a copy and have read the school's Code of Behaviour and agree to abide by the contents of the policy.

Name of Child: _____

Signed:

Parent 1: (Block Capitals): _____

Signed: _____

Parent 2: (Block Capitals): _____

Signed: _____

Date: _____