

Ballincrossig National School

Enrolment Policy

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 Principal Dianne Crean or the Board of Management will be happy to clarify any further matters arising from the policy.

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

School Name: Ballincrossig National School

School Roll Number: 09841V

School Address: Ballincrossig, Ballyduff, Tralee,
Co. Kerry

Telephone No: 066 71 31700

Denominational Character: Catholic co- educational school

Name of Patron: Dr. Ray Browne, Bishop of Kerry

Total Number of Teachers: 2

The school depends on the grants and teacher resources provided by the Department of Education and skills. It operates within Regulations lay down 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, 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, tradition, languages and ways of life in the society.

Enrolment Procedures

Application Procedure

The Board of Management indicates that parents who wish to enrol their children call to the school. The closing date for receipt of

Applications will be September 30th at 3pm. Communications to the school community will be made via Newsletter or Parish Bulletin.

Provision of Key Information by Parents/Guardians

The school has a specific enrolment application form (Appendix 1). A copy of this may be obtained by calling to 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.

Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with the 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 other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

- Size of/available space in classroom.
- Educational needs of children of a particular age
- Multi Grade classes
- Presence of children with Special educational/behavioural needs
- DES class size directives

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, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Ballincrossig N.S must have reached the age of 4 years by August 31st, of the year they will commence school.

In the event of the number of children seeking enrolment in any given class being greater than the number of places available, the following criteria will be used to prioritise for enrolment.

Brothers and sisters of children already enrolled including step siblings resident at same address.-Priority to oldest.

Children living in the Parish – Priority to oldest

Children of current school staff- Priority to oldest

Children whose home address is closest to the school as measured by a straight line on the OS map, - Priority Eldest

Admission Day/ Date

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 30th

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 provide 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 Educational Needs Organiser (SENO) 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 parent 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, SENO 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

Pupils may transfer to Ballincrossig school at any time subject to school Policy, available space. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools. Such applications will be reviewed on a case by case basis and will normally 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

Children enrolled in our school are required to co-operate and support the School/Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation and management. The Board of Management places Parents/Guardians responsible for ensuring that their child/children co-operate with said policies in an age-appropriate way

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

APPEALS

The Board of Management of Ballincrossig National School 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 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 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 (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

EXCEPTIONAL CASES

The Board of Management of Ballincrossig N.S. 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.

POLICY APPROVAL/RATIFICATION

The policy was ratified by the Board of Management of Ballincrossig N.S. on _____

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.

Registration Form

**Ballincrossig N.S, Ballyduff, Co. Kerry.
Tele: 066 71 31700**

Details given will be treated confidentially and kept securely in the Pupils file.

Child's Full Name Date of Birth.....

Address

Parents Telephone: Home
..... (Work)
..... (Mobile)

Irish version of child's name

Number of children in family

Place of above child in family

Does the child suffer from any medical conditions which you feel the teaching staff should be aware of e.g. asthma, diabetes, and epilepsy etc.?

If the child is transferring from another school please state if he/she has special educational needs an entitlement to learning support/resource teaching etc.

Family Doctor Phone No.

In an emergency if the child's parents cannot be contacted please give the name and address and contact number of a person who should be contacted.

If a parent or contact person are not available do you give teaching staff permission to take whatever steps they feel appropriate e.g. take the child to doctor/hospital etc.

Who has permission to collect your child from school?

Are there any other matters not covered in the above which you would like to include?

The Enrolment and Code of Behaviour policies are attached. RSE, Substance use Education and Stay Safe are taught as part of our SPHE programme.

Signed,

Parent

Date