

Claddaghduff N.S- Enrolment Policy

General Information

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by doing so parents will be assisted in relation to enrolment matters.

The Principal will be happy to clarify any further matters arising from the policy.

School Name:	Claddaghduff N.S,
School Address:	Claddaghduff Co. Galway.
Roll Number:	18608Q
Telephone Number:	095 44334
E-mail	claddaghduffns@gmail.com
Denominational Character:	Catholic
Name of Patron:	Archbishop Michael Neary
Range of Classes Taught:	Junior Infants to 6th class.

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).

This policy was drawn up by the staff of Claddaghduff N.S in consultation with Board of Management and the Parents Association. Decisions in relation to applications for enrolment are made by the Board of Management of the school.

Mission Statement

Claddaghduff N.S is a co-educational, Catholic primary school, which strives to provide a caring, happy, safe and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While Claddaghduff N.S is a school with a Catholic ethos, it also has due recognition for all other religions. We are committed to the creation of a positive, stimulating learning environment dedicated to the full and harmonious development of all the pupils in our care.

Our school motto is:

“ mól an óige agus tiocfaidh siad”

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 the applicant in light of the resources available to it.
- To specify what information is required by the school at the time of application.

General Enrolment:

Equality of access is the key value that determines the enrolment of children in our school. No child is refused admission for reasons of ethnicity, special educational needs, religious/ political beliefs, family or social circumstance.

Enrolment in Junior Infants:

Children enrolling in Junior Infants are initially welcomed to the school in June. Formal enrolment takes place in September. The child must be at least 4 years old on the date of enrolment. Children who are aged 4 after this date will not be accepted until the following September.

In June the children are invited to school for a day or two. Parents will meet the teacher and enrolment forms will be returned to the school.

Upon enrolment, children will receive a special information pack which will include a school calendar, code of behaviour and school brochure. When the child starts school, they will be given details on book rental scheme and permission forms.

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 Department of Education and Science 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 of a combination of the following: visiting teacher, special class teacher, support teacher for special needs, special needs assistant, specialist equipment or furniture, transport services or other.

The school will meet the parents of the child 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 school inspector, class teacher, learning support teacher, visiting teacher, special class teacher, resource teacher for special needs or psychologist etc. as appropriate.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. Parents will be required to provide this information before a child can be enrolled in the school. This information is specified in the schools enrolment form attached. Such information will include:

- Pupil's name, age and address
- Names and addresses of pupils parents/guardians
- Contact telephone numbers
- Contact telephone numbers in case of an emergency
- Detail of any medical conditions that the school should be aware of
- Details of special educational needs including assessments of these needs by psychologists, speech therapists, occupational therapist, medical specialists etc.
- Religion (Baptismal cert if required)
- Birth Certificate (short version)
- Previous schools attended if any, and reasons for transfer, if applicable

- Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act 2000)

Pupils Transferring:

Pupils may transfer to the school at any time subject to school policy and available space and in some cases the approval of the Department of Education and Science.

It is a requirement of the board of management that information concerning attendance and the child’s educational progress be communicated between schools (as per Educational Welfare Act 2000).

Pupils wishing to enrol at times other than the enrolment will be required to fill an Enrolment Form.

The parents of the child transferring should arrange a meeting with the principal of the school. Children may enrol in school once Board of Management approval has been received. The board of management must make a decision in respect of an application within 21 days of receipt of such an application.

Policy Consideration

While the Board of Management respects parental choice in relation to enrolment provided enrolment criteria are fulfilled it also respects the rights of the existing school community and in particular children already enrolled.

This requires balanced judgments which are guided by the principals of natural justice and acting in the best interest of all children. The Board of management reserves the right to determine the maximum number of children in each classroom bearing in mind

1. Space available
2. Multi grade classes
3. Educational needs of children
4. DES maximum class size directives
5. Health & safety concerns regarding staff and children.

Rights of appeal:

Under section 29 of the Education Act a person or guardian can appeal a schools refusal to enrol his/her child.

Ratification

The policy was ratified by the Board of Management on 19th June 2019

Review:

This policy will be reviewed in again in 5 years or if the need arises

Signed: _____
Chairperson

Date: 19th June 2019

Signed: _____

Date: 19th June 2019

Principal

