



## Enrolment Policy

### Scoil Chóca Naofa & St. Joseph's N.S.



## 1. Introduction

Scoil Choca Naofa & St Joseph's N.S and are Catholic schools in the parish of Kilcock and Newtown under the patronage of Bishop Denis Nulty. We are both committed to diversity and inclusivity while, at the same time, protecting the integrity and Catholic ethos of the schools.

Equality of access is the key value that determines the enrolment of children in our schools. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances. *"No child may be refused admission to a national school on account of the social position of its parents, nor may any pupil be kept apart from the other pupils on the ground of social distinction"*. (**Rules for National Schools**)

The Boards will have regard to 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 all the children.

The Boards are bound by the Department of Education and Skills 'Rules for National Schools' and the Education (Welfare) Act 2000. Pupils may only be

enrolled from the age of 4 years and upwards, though compulsory attendance shall not apply until the age of 6 years.

## **2. General Guidelines for Enrolment**

While recognising the right of parents to enrol their child in the school of their choice, the BOMs of Scoil Choca Naofa and St. Joseph's N.S. have a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOMs reserve the right to determine the maximum number of children in each separate classroom bearing in mind:

- (a) Size of / available space in classrooms
- (b) Educational needs of children of a particular age
- (c) Multi-grade classes
- (d) Presence of children with special educational / behavioural needs
- (e) Department of Education and Skills (DES) class average guidelines.

Children transferring from a another school are enrolled subject to Rules of National Schools, Enrolment Policy of Scoil Choca/St Joseph's NS and local agreement with other schools.

Children are required to co-operate with and support the Code of Behaviour as well as all other policies on curriculum, organisation and management matters. The Boards places responsibility on the Parent/Guardian for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. Parents will be required to sign and return a form stating that they have read and agreed to

support the school's **Code of Behaviour**. Sanctions may be applied for failure to comply. These policies may be added to and revised from time to time.

All decisions in relation to application for enrolment are made by the Shared Enrolments Committee in conjunction with both Boards of Management in accordance with schools' policies.

### **3. Enrolment for Children with Special Needs**

Both schools promote the integration of pupils with special educational needs and support the principals of:

- Inclusiveness, particularly with reference to the enrolment of children with disability or other special educational needs.
- Equality of access and participation in the school.
- Parental Choice in relation to enrolment.
- Respect for the diversity of values, belief, traditions, languages and ways of life in society

In relation to application for enrolment of children with special needs, the Boards of Management shall request a copy of the child's medical and /or psycho-educational report(s) or where these reports are not available may request that the child be assessed. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relative to his disability or special needs and to to profile the support services required.

Following receipt of the report, the Board will assess how and if the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request that the DES provide the resources required to meet the needs of the child as outlined in the psychological 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 Educational Needs, Special Needs Assistant, specialised equipment or furniture, transport services.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability of meeting those needs. The school will make every effort to secure resources to ensure the needs of the child are met. Where the resources cannot be secured the school reserves the unfettered right to refuse admission.

The Boards reserve the right to refuse enrolment in exceptional circumstances e.g. where the school cannot provide the pupil with an appropriate education or in the opinion of the BOM, the pupil poses an unacceptable risk to other pupils, school staff and /or school property. In accordance with the DES's rules for National Schools, a child may be suspended and/or expelled in accordance with the schools' policy relating to expulsion and suspension of students.

## **4. Enrolment Procedure for Junior Infants**

A common enrolment policy will be operated to ***ensure a balance of numbers and gender*** attending each school. . As a general principal and in so far as practicable children who apply will be enrolled in accordance with the criteria below.

### **4.1 Time Frame:**

- Notification of availability of Application for Enrolment forms in School Offices will be placed in media – Parish Newsletter/ Liffey Champion/ School Newsletter and websites **in mid January**. Application must be on standard Application Form Appendix 1.

- **Closing date of 15<sup>th</sup> February** for receipt of forms will be stated both in advertisement and on Application Form.
- Enrolment Committee comprising of Principal/, Deputy Principal of each school, a member of each Board of Management and Chairperson/nominee of Parents Association will convene **before the end of week following 15<sup>th</sup> February**.
- Notice of placement of child will be sent to parents by the **end of February** (Letter of Offer Appendix 2)
- Failing to accept the offer of placement by **20<sup>th</sup> March** could mean your place will be offered to another family.
- Invitations will be sent to each child for Junior Infant Open Day **which is usually held late April/Early May**.
- Round 2 offers will be made after April 12, 2018

## 4.2 Criteria for Enrolment

Places will be offered according to the following agreed criteria:

**Category 1:** Current siblings and children residing in the same home.

**Category 2:** Parental Preferences opting for '*other sex*' school i.e. boys choosing Scoil Chóca Naofa and girls choosing St. Joseph's N.S.

**Category 3:** Children of staff

In the event of oversubscription of gender or number to either school, a lottery will be operated by the Enrolment Committee.

The parent of any child who has been refused enrolment, for any reason, is entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998,

and in such circumstances, should be advised in writing of their entitlement to such an appeal.

## **5. Enrolment Procedure for Senior Infants – Sixth Class:**

Pupils may transfer to Scoil Choca Naofa and St. Joseph's N.S. from other schools provided space is available for them. This transfer must be in accordance with Rule 64 of the "Rules for National Schools". Pupils enrolling in Scoil Choca Naofa and St Joseph's N.S. will be required to return a 'Shared Enrolment Form' with relevant details to either school office. They should attach the following:

- Copy of their Birth Certificate,
  - Completed and signed Application Form including PPS Number,
  - School Reports as applicable.
  - Copies of all Medical Reports, Clinical and/or Educational Assessments in relation to children with Special Needs.
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- **5.1 Enrolment in Co-education Classes** will be according to schedule decided by the Shared Enrolment Committee or designated representatives e.g. Principals/Deputy Principals, who will balance enrolment numbers and gender in both schools. Currently, Scoil Choca Naofa and St. Joseph's National School have co-education classes in Junior Infants, Senior Infants and First Class.

To ensure balanced co-education levels are maintained in classes through the school, boys will be enrolled in Scoil Choca Naofa and girls will be enrolled in St. Joseph's National School.

- **5.2 Enrolment in Non Co-educational classes:** Children for all other classes (2<sup>nd</sup> – 6<sup>th</sup>) will automatically be enrolled in the school that can accommodate them, with girls going to Scoil Choca Naofa and

boys going to St. Joseph's N.S... We will endeavour to accommodate family members in the same school. These children will be allocated to a class using the following criteria:

- Age appropriate class
- Space being available in that particular class
- Suitable resources being in place to facilitate a child's special requirements.

### • **5.3 Enrolment in ASD Classes**

Scoil Choca Naofa and St. Joseph's N.S. will operate independent Enrolment Policies at this time for children seeking places in their ASD classes..

## **6. Re-admission to the Schools.**

Pupils who transfer from either school to attend a special school will be re-admitted provided a place is available for them. Parents must provide the school with a copy of the child's psycho-educational assessments/reports from his/her previous school so that necessary resources for providing for his/her needs may be put in place.

## **7. The Boards of Management reserve the right:**

- 1) To set the final date for enrolment each year.
- 2) To determine the age of entry in a given year subject to children being at least four years of age on September 1<sup>st</sup> on year of entry
- 3) To request proof of address from the applicants. (i.e. House utility bill)
  - Any false information provided will lead to forfeiture of child's place.
  - Application forms are available from the School Offices and from their websites

- An open day will be arranged for all pupils to meet their teachers after the Easter Holidays.
- The policy may be reviewed annually by the Board of Management.

## **8. Informing Parents of the School Enrolment Policy.**

A copy of the enrolment policy will be issued to parents when the school receives an application form from them and is available on request.

The policy has been sanctioned by the Patron and comes into effect from 1st December 2001. The Board of Management reserve the right to amend this policy.

Concerns regarding the Schools admission policy and /or its implementation should be directed to the School Principals.

**Policy adopted by Boards of Management on**

\_\_\_\_\_ (date)

*David Powderly*

**Chairperson St Joseph's NS (David Powderly)**

*Elaine Mahon*

**Chairperson SCN (Elaine Mahon)**

*(This policy was reviewed by the office of the Bishop of Kildare and Leighlin 2018)*