



Enrolment Policy

St. Attracta's NS,

Charlestown,

Co. Mayo

18003F

Enrolment Policy St. Attracta's N.S.

The Board of Management of St. Attracta's N.S. hereby details the Enrolment Policy pertaining in the school as of September 2017. The Board of Management trusts that by so doing parents will be assisted in relation to enrolment procedures. This is in accordance with the Education Act 1998. St. Attracta's N.S. is a Catholic mixed Primary school catering for pupils from 3 to 13 years under the patronage of the Bishop of Achonry. It was established in 1956.

St. Attracta's N.S is a 7 mainstream class teacher school with the Principal Mr. Brian McDermott in an Administrative role. There are also full-time Learning Support and Resource teachers and 2 full-time Special Needs Assistants. The school caters for a full range of classes from Junior Infants to Sixth class. There are also 2 ASD Special Classes with 2 Class teachers and an additional 5 full-time Special Needs Assistants. The school is of mixed sex. The school operates under the direction of the Department of Education and Science (D.E.S.) from which grants and resources are received annually. The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the National Council for Curriculum and Assessment in conjunction with D.E.S. This curriculum may be amended from time to time in accordance with section 9&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, and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to children with disabilities or special education needs.
- Equality of access and participation in the school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Parental choice in relation to enrolment

Enrolment Procedures

Application Procedure:

Parents wishing to enrol their children in Junior Infants are requested to return a completed Enrolment Application form (available in the office or on our website) with copies of both a Baptismal (if applicable) and a Birth Certificate to the school. The school will communicate generally to the community through its own Website, School Newsletter, Parish Bulletin and through the local Playschools.

Provision of Key Information by Parents:

A specific enrolment form will be provided by the Board of Management for the purpose of enrolment. The information required will include:

- Pupil's name, age and address and PPS number
- Names and addresses of pupils parents/guardians
- Contact telephone numbers
- Contact telephone numbers in case of emergency
- Details of any medical conditions which the school should be aware of
- Religion
- Previous school attended, if any and reasons for transfer, if applicable.
- Any other relevant information (including any such further information as may be under the Education Welfare Act 2000).

Decision Making:

As a general principle and in so far as is practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is a space available. 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 receiving such information.

The Board will have regard for relevant Department of Education and Science 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 Science Rules for National Schools which provide 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.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria. The criteria may include

any of the following though not necessarily in that order.

Priority for enrolment

- a) Sisters/Brothers, step-Sisters/step-brothers, half-sisters/half-brothers of children currently or previously enrolled in the school and Catholic children resident in the Parish - priority to eldest;
- b) Catholic children who live outside the parish and do not have a Catholic school within their own parish boundary - priority to eldest;
- c) Children who live in close proximity (c. 1km) to the school - priority to eldest;
- d) All other children resident in the Parish - priority to eldest;
- e) Children of current teaching staff - priority to eldest;
- f) All other children who apply to the school are entitled to a place in the school if there are vacancies in the school after the groups from (a) to (f) have been allocated places - priority to eldest;

The Board of Management reserves the right to amend any aspect of the above as may be deemed necessary.

Class sizes

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Attracta's N.S. also has responsibility to respect the rights of the existing school community and in particular the children already enrolled. This requires balanced judgement, guided by the principle of natural justice and acting in the best interest of all the children. Therefore the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- number of classrooms available
- size of available space in classrooms
- educational needs of children of a particular age
- children with special educational / behavioural needs
- D.E.S. maximum class average directives

School transfers

Other pupils may be enrolled during the school year if for example they are newly resident in the area subject to available places in the school. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National schools.

A letter of transfer with information in relation to attendance and educational progress from the previous school must be provided when transferring to the school.

School Information Day

There is an annual Information afternoon for prospective Junior Infant Parents / Guardians held in Feb/March and the school provides an opportunity for the new Junior

Infant pupils to visit the school in June.

Children with Special Educational Needs

In relation to applications for the enrolment of children with special educational needs, the Board will request copies of the child's medical and/or psychological reports 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 disability or specific 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 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 provision of any or a combination of the following: ASD Class placement, visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport services or other.

The school will meet with the parents of the child and with the Special Education Needs Organizer (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 / resource teacher, SENO or psychologist, as appropriate.

The Board will reserve the right to refuse enrolment in exceptional circumstances if

- The pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and / or provide the pupil with an appropriate education or
- In the opinion of the Board the pupil poses an unacceptable risk to other pupils, school staff and /or property.

Cooperation with School Policies

Children enrolled in our school are required to co-operate with and support the School's policies including policies on Code of Behaviour, Curriculum, Organisation and Management.

The Board places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

Appeals

Where a Board of Management refuses to enrol a student in a school, the parent has a statutory entitlement under Section 29 of the Education Act to appeal that decision to the Secretary General of DES.

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 direction to the Board of Management that is considered necessary to remedy the matter

This policy will be reviewed annually or as deemed necessary.

Admissions and Enrolment Policy

This policy was adopted by the Board of Management of St. Attracta's NS, Charlestown, Co. Mayo at its meeting held on:

Rev. Thomas Johnston,
Chairperson,
Board of Management.

14/03/17

