



Enrolment Policy Scoil Chroí Ró Naofa Ballymurn

The Board of Management of Scoil Chroí Ró Naofa, Ballymurn, Wexford, sets out this policy in accordance with provisions of the Education Act 1998. The Board trusts that by doing so parents/guardians will be assisted in relation to enrolment matters. The school reserves the right to amend the policy at any time subject to the approval of the BOM. The Board, through the Principal, will be happy to clarify any matters arising from this policy. Decisions in relation to enrolment are taken by the BOM.

Scoil Chroí Ró Naofa operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Skills. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Scoil Chroí Ró Naofa follows the curricular programmes laid down by the Department of Education and Skills (DES).

Scoil Chroí Ró Naofa, Ballymurn, founded in 1847 is a co-educational primary school under the patronage of the Catholic Bishop of Ferns. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

There are currently 6 full time teachers, including the principal, comprising of 5 mainstream classroom teachers and 1 SET. The school caters for the full range of classes from Junior Infants to Sixth class. Special Needs Assistant (SNA) may be assigned to the school by the DES to enable the inclusion of children with special educational needs. The school follows the curriculum prescribed by the DES.

School begins at 9.20am and finishes at 3pm (2pm for Junior/Senior Infants). The school takes responsibility for the children during this time.

The parents and guardians of all pupils in Scoil Chroí Ró Naofa, by accepting places in the school, are deemed to accept the Code of Behaviour and ethos of the school on behalf of their children as well as all other policies on curriculum, organisation and management. These policies may be amended and revised from time to time and are available on our school website 'www.ballymurnns.ie' or on request from the office.

Within the context and parameters of the DES regulations and programmes, the rights of the Patron as set out by the Education Act 1998 and the funding and resources available the school supports the principles of:

- i. Inclusiveness, particularly with reference to the enrolment of children with disability or other SEN
- ii. Equality of access and participation
- iii. Parental choice in relation to the school, having regard to the characteristic spirit of the school
- iv. Respect for the diversity of values, beliefs, traditions, languages and ways of life

Decisions in relation to application for enrolment/admission are made by the Board of Management in accordance with school policy. The same enrolment procedures apply to all students.

The BOM hereby sets out its policy in accordance with the provisions of the Education Act 1998 and trusts that by so doing, parents will be assisted in relation to enrolment matters.

Enrolment Procedure:

1. Parents/guardians seeking to enrol their child(ren) in Junior Infants in Scoil Chroí Ró Naofa are requested to return a completed Enrolment Application Form (available in the office) with an original Birth/Adoption Certificate to the school by 31st March of the year of enrolment.
2. The names of children for whom Enrolment Application forms and Birth/Adoption Certificates have been returned to the school will be placed on a "List of Applicants for Enrolment". Completion of an application form does not confer an automatic right to a place in the school. Parents will be notified in writing, as soon as possible after the 31st March deadline, the result of their application.
3. **Junior Infants wishing to enrol must have reached their 4th birthday on or before 28th February in the year of enrolment. There will be no exceptions to this rule.** Parents are strongly advised to avail of the governments two year ECCE pre-school programme which is available to all children.
4. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language/accent, traveller status, asylum seeker/refugee status, religious/ political beliefs and values, family or social circumstances. Our classes are of mixed gender throughout the school.
5. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of the Scoil Chroí Ró Naofa is also responsible 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 Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - a) Department of Education & Science maximum class average directives.
 - b) Size of/available space in classrooms.
 - c) Educational needs.
 - d) Multi-grade classes.
 - e) Presence of children with special educational/behavioural needs.

We must also take into consideration each particular age group.

New Entrants.

6. New Junior Infants are invited to the school with their parents before the end of June to familiarise themselves with their new environment.

7. Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation & management. Children are expected to participate in all aspects of the school curriculum (where practicable). The Board of Management places the responsibility on parents/guardians for ensuring that their child(ren) co-operate with these policies in an age-appropriate way.
8. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the Board of Management being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:
 - a) Siblings (including step-siblings, resident at the same address) of children already enrolled – priority to the oldest.
 - b) Children living within the parish of Ballymurn Catchment Area as defined by the school's Patron, priority to the oldest.
 - c) Children of current staff, including ancillary staff – priority to the oldest.
 - d) Children whose home address is outside the school catchment area will be accepted provided there is space available in the junior infant classes.
 - e) In the event of one or more of the categories above being full preference will be given to the oldest children in that category.
 - f) In the event of being unable to enrol a child(ren) from categories a, b, or c in a given class at the beginning of a year, or mid-year, such children will receive priority for the subsequent school year.

The home address used to determine the priority for a child getting a place in Junior Infants is the current address as of the closing date for applications, or if later, at the time of application.

Proof of address may be sought by the BOM. The onus is on each applicant to ensure that the school has their up-to-date address. All applications that arrive after the closing date will be placed on a waiting list according to the date and time that the school receives the application.

9. All new enrolments at Scoil Chroí Ró Naofa shall be inputted onto the Primary Online Database (POD) as per Department of Education and Skills requirements. Only information from the '*Child's Information*' section of our Enrolment Form shall be inputted onto POD.

Pupils Transferring

The Board of Management states that pupils may transfer to the school at any time, subject to school policy, available space and in some cases the approval of the Department of Education and Science. The Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

Pupils transferring from countries outside of Republic of Ireland

As with pupils transferring from other schools, pupils may transfer to the school at any time, subject to school policy, available space and in relevant cases with the approval of DES. In the case of children who are transferring from other countries however, experience has shown that in particular cases it may take 2 to 3 weeks of assessment by the teaching staff before suitable class

level is determined. Parents are required to forward all relevant reports and documentation from the child's previous school.

Pupils transferring from Scoil Chroí Ró Naofa to another primary school

Once a pupil has been offered a place in Scoil Chroí Ró Naofa, transfer to another school may only be affected in accordance with NEWB procedures. Scoil Chroí Ró Naofa must be informed, in writing, of the new school details, including the new school's address and contact number.

Children with Special Needs

Children with special educational needs are welcome to enrol in the school and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. The child enrolling in Scoil Chroí Ró Naofa will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.

The Board of Management may request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

The school will meet with the parent of the special needs child to discuss the school's suitability for the child. If considered necessary, a full case conference may be called which will include parents, class teacher, learning support teacher, resource teacher and psychologist, social workers as appropriate.

Exceptional Circumstances

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

- 1.The pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the pupil with an appropriate education.
- 2.In the opinion of the Board of Management, the pupil poses an unacceptable risk, to other pupils, to school staff or to school property, (see Appeals Procedure below).

Children of other faiths or no faith

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where request is made in writing, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies.

As far as is possible, in consultation with parents, suitable alternative arrangements *may* be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

Appeals Procedure

In line with Section 28 of the Education Act 1998, parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal must be addressed, in writing to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal.

Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents / guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Ratification and Communication

This policy was ratified by the Board of Management on 29th January, 2019. The policy is now on the school 'Z' shared drive for all staff to access. Parents may access the policy through the school website 'www.ballymurnns.ie'

This policy shall come into effect as and from 30th January, 2019.

Matthew Kelly

Signed:

Matthew Kelly
Chairman
Board of Management

Date: 29th January, 2019