



Scoil Oilibhéir Naofa,
Kilcloon, Co. Meath Tel: (01) 6285816
Roll No. 17652 O

Scoil Oilibhéir Naofa Enrolment Policy

Introductory Statement

The Board of Management of Scoil Oilibhéir Naofa Kilcloon hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, relevant health and safety legislation, equality legislation and the directives of the School Patron. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

Consultation

This policy was drafted by the Board of Management (BOM). The Parents, Staff and members of the school community were consulted. After this process the policy was reviewed and ratified and forwarded to the patron for approval. Decisions in relation to applications for enrolment are made by the Board of Management of the school.

General School Information

Name of School: Scoil Oilibhéir Naofa, Kilcloon, Co. Meath. Telephone No. 01-6285816

His Lordship Bishop Tom Deenihan is the Patron of the school.

At present, the teaching staff is comprised of eight single class main-stream teachers, one Principal Teacher and three Learning Support Teacher/Resource Teachers. Ancillary staff includes two Special Needs Assistants, a secretary, a caretaker and a cleaner. The full range of classes is taught in the school and classes are of mixed gender. The school depends on the grants and teacher resources provided by the Department of Education and Skills. The school policy has regard to the resources and funding available.

Class starts at 9.20a.m and finishes at 3.00p.m. Infant Classes finish at 2.00p.m.

Mission Statement

Scoil Oilibhéir Naofa, a Roman Catholic School which is established in connection with the Minister for Education, aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides Religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

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 accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between children, parents and teachers where a child is admitted to the school.

Legal Framework

Section 9(j) of the Education Act 1998 specifies, that “A recognized school shall....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management will “publish.... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parent’s choice are respected”.

Aims

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, it’s programmes, activities and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement and current legislation
- To specify what information is required by the school at the time of application

Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all children regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice. The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. the school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Policy Considerations

The Board of Management of Scoil Oilibhéir Naofa reserves the right of admission if such admissions contravene Departmental guidelines on class size.

The school will not refuse a child on the basis of ethnicity, special educational needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Scoil Oilibhéir Naofa, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Educational needs of the children
- Presence of children with special needs
- Department of Educational & Skills class size directives
- Appropriate Supports and Resources are available
- Directives from the School Patron

Procedures-Application, Enrolment Criteria & Decision/Appeals

The board will communicate generally to the school community through appropriate channels, e.g. newsletter, parish bulletin, website, other appropriate media, outlining the application for enrolment procedures.

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of those who apply for admission. Where any given class size has reached DES guideline numbers, the Board of Management reserves the right to refuse admission. The Board of Management will revise its enrolment policy annually and the criteria for admission may be amended in response to prevailing circumstances. It is the responsibility of parents/guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the children and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in the school not being able to process the application. On enrolment we will be collecting your personal data and that of your child. This will be used to contact you in relation to your child and other school matters

Application for immediate admission in the current school year

- Application forms are available from the school secretary
- Failure to fully complete forms may result in a delay in the application process
- Further relevant information may be sought at a later stage
- As a condition of registering, Scoil Oilibhéir Naofa require the child's parents/guardians to confirm in writing that the code of behaviour as viewed is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child.
- The BoM will make a decision in respect of an application within 21 days of receipt of such application. Decisions will be given in writing within 21 days of receiving a complete application.
- The application will not be treated as being complete until such time as all requested information, has been received. Appendix 1
- The BoM will also take into account the time of year the application is receive. The start of a new term or half term will be considered an appropriate time to facilitate new entrants during the school year.

Junior Infant Enrolment Procedure

- An “Expression of Interest” (Appendix 2) form is available from the school secretary. The “Expression of Interest” form has no priority status attached and does not differentiate between the timing of completion. Parents who have submitted the “Expression of Interest” form will be contacted in January of the year the child is due to start school and an “Enrolment Form” will be forwarded to all parents who wish to enrol their child.
- The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents or guardians and be returned to the school with a copy of the child’s Birth Certificate.
- School Management is not obliged to consider applications which are late, incomplete or do not include the required documentation. Intentionally submitting inaccurate information on the application form will render it null and void. The submission of an application form does not confer a right to enrolment. The school management may seek “Proof of Address” if required.
- The enrolment form is attached as appendix 1 to this policy.
- Date of application, child’s date of birth, address and telephone contact number is recorded in the School Record of Applications, and the attached acknowledgement (Appendix 3) is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application
- Entry in the School Record of Applications means that an application will be considered in February of the relevant year, and will be evaluated on the basis of the criteria outlined in this policy. However, a decision cannot be made until the closing date for applications at 5pm on the last Friday of January of the year in which it is expected that the child will start school.
- Following this evaluation, the principal will make a recommendation to the Board, listing proposed enrolments for the coming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.
- The BoM will make a decision in respect of an application within 21 days of the 1st of February in the year the Junior Infant is expected to start school. The commencement date for Junior Infant Enrolment will be considered the first day of the new school year. Decisions will be given in writing within 21 days of criteria being met in February in the year the Junior Infant is expected to start school.
- Parents of children who have been offered a place must inform the school in writing, within seven working days, that they wish to accept the offer. Failure to do so may result in the re-allocation of the place.

***Please note:**

Applications for admission to Junior Infant Class must be made at the very latest by 5p.m. on the last Friday of January of the year in which it is expected that the child will start school. The Board of Management strongly stipulates that applicant children are at least four years of age on or before April 30 of the school commencement year.

Junior Infant Enrolment Criteria

The criteria below are listed in order of the priority afforded to each applicant. They will be used to prioritise enrolment applications when the number of applications received outnumber the number of places in any given class. In the event of the number of applicants in any of the categories 1 - 4 below outnumbering the remaining available places to be allotted, the age of the applicants will be used to determine priority within that category (i.e. places will be offered beginning with the oldest applicant and proceeding in descending order of age from the oldest to the youngest until all remaining places have been filled). Children who are refused permission will be put on a waiting list for that class. All applicants on the waiting list will also be categorised and prioritised in accordance with the criteria listed below and those falling in to each category will be afforded priority in that category beginning with the oldest and descending order of age to the youngest. If an applicant falls into a number of the categories listed here under they will be included in the category which affords them the highest priority.

Priority	Criterion
1 (a)	Siblings of children currently enrolled in the school. In the event of the number of applicants in this category outnumbering the remaining available places to be allotted, the age of the applicants will be used to determine priority.
1 (b)	Children whose primary residence is in the Catholic Parish of Kilcloon. In the event of the number of applicants in this category outnumbering the remaining available places to be allotted, the age of the applicants will be used to determine priority.
2	Children of current permanent teaching staff. In the event of the number of applicants in this category outnumbering the remaining available places to be allotted, the age of the applicants will be used to determine priority.
3	Children who live outside the parish boundary and reside in one of the following: Carton Demesne, Old Carton, Bogganstown, Ash Hill, Ballymacoll, Cornelstown, Baytown, Vesingston, Warrenstown and Moyglare Road up to and including Moyglare Hall and Moyglare Abbey. In the event of the number of applicants in this category outnumbering the remaining available places to be allotted, the age of the applicants will be used to determine priority.
4	All remaining applicants. In the event of the number of applicants in this category outnumbering the remaining available places to be allotted, the age of the applicants will be used to determine priority.

Pupils Transferring

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. All reports and relevant documentation from previous school must be forwarded in advance of enrolment. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools. (Section 28, Education Welfare Act 2000)

The BoM notes that the legal obligation to share information in relation to attendance and educational progress has effect only when the child has been put on the register of the second school and not before.

The above criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6th Classes.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

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 as soon as possible. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required.

Where the Board deems that further resources are required, it will, 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 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 parents 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, Special Educational Needs Organiser or psychologist, as appropriate.

Refusal to enrol on grounds of “Exceptional Circumstances”

The BoM reserves the right to refuse enrolment in exceptional circumstances:

a) 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

b) The presence of the applicant in the school would impede the education of other pupils (each child has a right to an education without infringement) or would pose a threat to the safety of staff and /or students

c)

The BoM is aware of the right of a parent /guardian to appeal the decision of the BoM.

Appeals

The Board of Management of a school is also obliged under section 19(3) of the Education Welfare Act 2000 to make a decision in writing in respect of an application for enrolment within 21 days and to inform the parents in writing of that decision.

Where a Board of Management refuses to enrol a child in a school the parent of the child following the conclusion of any appeal procedures at school level, has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science.

Parents /guardians are informed of their right to appeal a decision of the BoM in relation to a refusal to enrol by the Chairperson of the BoM in writing.

The Board of Management has the responsibility for preparing a response for the Appeals committee if and when an appeal is initiated.

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 directions to the Board of Management that are considered necessary to remedy the matter complained of.

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’s website at www.education.ie.

Parents/guardians are informed of their entitlement to appeal a decision of the Board of Management in relation to suspension or expulsion. Parents will be informed in writing by the Chairperson as soon as possible.

The Board of Management has the responsibility for preparing a response for the Appeals Committee if and when an appeal is initiated and is being investigated by the Dept of Education and Science.

Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

Monitoring Procedures

The implementations of this policy will be monitored by the board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete. Where the Principal/Chairperson refuses admission to any applicant, by the authority delegated to them by the Board in line with this policy, any such refusal shall be communicated to the board at the earliest opportunity.

Ratification

The policy will be presented to the BoM for ratification and the ratified policy communicated to members of the school community. The policy will be available to view by all new applicants for enrolment on the school website or in hard copy in the secretary's office.

Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parents, guardian or child who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. This policy will be reviewed periodically.

Signature: _____



Ratified: 29th November 2018

Fr. Stan Deegan

Chairperson, Board of Management

Reference Section

- Guidelines from CPSMA/Church of Ireland Board of Education and INTO
- Circulars 0038/2007, 07/07, 02/05, 22/02 – available on Dept. of Education & Science website www.education.ie
- Management Board Member's Handbook, CPSMA
- Education Act, 1998, Sections 9, 15(2), 29,30
- Education (Welfare) Act, 2000, Sections 19,20,23,24,28
- Education for Persons with Special Educational Needs Act, 2004
- Data Protection Act, 1988, 2003
- Equal Status Act 2000, Section 7
- Questions and Answers on the Education Act 1998 and The Education Welfare Act 2000, INTO
- Equality and Education. The Equality Authority 2001
- An introduction to The Equal Status Act 2000. The Equality Authority-Educational Establishments.