

Scoil Tighearnach Noafa, Cullohill



Enrolment Policy

Introductory Statement

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

School Name: Scoil Tighearnach Naofa

School Address: Cullohill, Co. Laois

Telephone No: 0578737281

Denominational Character: Catholic

Name of Patron: Bishop of Ossory

Total Number of Teachers: Principal (teaching)

Plus 5 class teachers

Learning Support Teacher

Resource Teacher (shared)

Range of classes thought

Scoil Tighearnach Naofa is a co-ed school and offers classes from Junior Infants to Sixth 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. Our school policy therefore must have the resources and funding available.

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act 1998, and the funding and resources available, the school supports the principles of;

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

Our school opens at 9.20 a.m and closes at 3p.m for Senior classes and 2p.m for Junior and Senior Infants. For insurance purposes, we do not recommend that children be on the premises outside of these hours.

Rationale

We have decided to focus on the area of enrolment in order to fulfil our statutory obligations under the Education Act 1998 and to honour our commitment to promoting inclusivity and parental choice.

Relationship to Characteristic Spirit of the School

Scoil Tighearnach Naofa prides itself on its family atmosphere and openness where each child and his/her family is known and respected individually and where the whole school community works together to provide a safe comfortable “home from home” environment.

Aims:

The aims of this policy are:

- To streamline the enrolment procedure
- To implement the provisions of the Education Act 1998 and the Education Welfare Act 2000
- To ensure the effective delivery of educational provision within the school
- To effectively communicate enrolment procedure to prospective parents

Guidelines

Application Procedures

Parents who wish to enrol pupils in Junior Infants will be invited to come to the school to obtain a specific enrolment form on dates which will be communicated at Sunday Mass and in the parish newsletter. Parents will then be invited to come to the school with their child on a set date in the third term.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. An enrolment form will be filled in by the Parents/Guardians providing relevant information.

Details of previous school attended if any and reasons for transfer and any other relevant information (including any such further information as may be prescribed under the Education Welfare Act 2000) will also be required.

Decision Making

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 (to come into being as per Education Welfare Act 2000) As a general principle and in so far as practicable having regard to the school's enrolment policy, children shall be enrolled on application, provided that there is space available.

The Board will have regard for relevant Department of Education and Science's Rules and National Schools which provides 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/are 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:

- Whether there are siblings of the proposed new entrant already in the school
- Children from the Parish
- Parents are past pupils of the school
- Children of parents who respect the Catholic Ethos of the school
- First come, first served.
- It is the policy of the Board that new Junior Infants begins school in the September following their 4th birthday or the following September. Parents of a child whose birthday fall in September or October of their Junior Infant Year will be encouraged to have the child repeat the year.

Admission Day/Date

Pupils will be admitted to Junior Infants on the first school day of the academic year.

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 this 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 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 special needs, special needs assistant, specialised 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, class teacher, learning support teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

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. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

Success Criteria

- Effective communication of relevant information between schools with pupils transferring.
- Provision of resources for special needs pupils prior to enrolment
- To ensure the smooth and positive integration of pupils
- Parental satisfaction with enrolment procedure

Timeframe for Implementation

This policy will be implemented by June 2013

Timeframe for Review

This policy was reviewed in May 2013 by the School Principal and Board of Management

Responsibility for Review

Future review of this policy will be undertaken by the School Principal

Ratification and Communication

This policy document was ratified at a meeting of the Board of Management on _____ and a copy of this document is available on request.

Chairperson