

SCOIL ÉANNA ENROLMENT POLICY

The Board of Management of Scoil Éanna sets out below its policy of Admissions in accordance with the provision of the Education Act, 1998. The Board of Management (BoM) trusts that by doing so, parents will be assisted in relation to enrolment matters. Furthermore, the Chairperson of the BoM and the Principal will be happy to clarify any further matters arising from the policy.

Scoil Éanna is a co-educational school which operates under the Patronage of the Catholic Bishop of Clogher. Scoil Éanna is a Catholic school which aims to promote the full and harmonious development of all aspects of the child – intellectual, physical, cultural, moral and spiritual. Scoil Éanna seeks to provide a high quality education where each child is encouraged to reach his/her potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Scoil Éanna depends on the grants and teacher resources provided by the Department of Education and Skills (DES) and it operates within the regulations laid down, from time to time, by the DES. All our school policies must have regard to the funding and resources made available to the school and must consider at all times the health and safety of all pupils. Our school follows the curricular programmes prescribed by the DES which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.

This enrolment policy is linked to and should be read in conjunction with the school's Code of Behaviour, the Anti-bullying policy, the Acceptable Use Policy and other policies which the school has developed and which may be amended from time to time. To read these policies in full, please visit our school website: www.scoileanna.ie

Application Procedures

The closing date for applications is agreed by the BoM annually. It is usually around mid-February. An enrolment week takes place around this time. The school community is informed of the dates and times of the enrolment procedure through the following means:

- Parish Newsletter
- School website
- Text to parents
- Informing pupils already in the school
- Notice in the Northern Standard
- Notice displayed in the Community Crèche
- Notice displayed in the school.

Parents fill in an application form, along with consent forms for transfer of information from pre-school to primary school, school trips etc. Parents are also requested to present a Birth Certificate and a PPS number. Filling in an application form does not guarantee a place in the

school. While parents are encouraged to fill in an application form on or before the communicated closing date, parents will be allowed to enrol their children at a later date pending acceptance by the BoM.

Facilitating transfer into Junior Infants from home and/or Pre-school

In early June parents and new entrants are invited to attend an information afternoon. Parents are given a talk at this meeting giving details of school uniform, books, Code of Behaviour, time-tabling etc.

Decision Making

Equality of access is the key value that determines the enrolment of children to our school. Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the BoM in accordance with school policy. Scoil Éanna is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his or her birth. (Rule 64.1). The school *may* be deemed full when it has 234 pupils (an average of 26 in each class in line with DES guidelines). Decisions in relation to applications for enrolment are made by the BoM in accordance with school policy. Applicants for Senior Infants to Sixth classes will be taken on a 'first come first served basis' as vacancies arise in individual classrooms keeping within the limits stated above and the criteria listed below.

The principal on behalf of the Board, will notify parents within 21 days following registration. It should be noted that the school reserves the right to request further documentation to validate the primary residence and/or the needs of the child in order to further the registration process.

If the BOM using the limits and criteria stated above decides not to enrol a child, parents will be informed of their right to appeal the decision under Section 29 of the Education Act.

Criteria used in decision making by the BOM in relation to enrolment are, in order:

- Health, welfare and needs of all children
- Physical space in relation to class size, staffing provision and accommodation
- Children resident within the boundary of the parish
- Children applying for places who have siblings already in the school will be facilitated within the limits stated above
- Children of staff working in the school and applying for places will be facilitated keeping within the limits stated above
- All other applicants.

If the number of applicants for Junior Infants exceeds the number of places available a 'cut-off birth date' will apply. A waiting list will be drawn up and preference will be given to siblings of children already attending the school. For example, if the 'cut-off birth date' is June 30th and there is one vacancy, the vacancy will be given to the eldest child, who has at least one sibling

already attending the school. Intake numbers in Junior Infants will depend on whole school enrolment and subsequently may fluctuate from year to year. The average class size will be 26 pupils.

Admission Day

Junior Infant pupils are expected to attend school from the 1st day of the new school year. Admission to the Junior Infant class takes place once a year (August/September), except when a child is newly resident in the area and is transferring from another school.

Enrolment of Children with Special Needs

The criteria used in decision making with regard to enrolment apply to all children including children with special needs. The school has strong links with the preschools and local services including the HSE, CAMHS etc. so in general, the school should be aware, before the closing date for applications, of the special needs of children, due to start school. Parents are asked on the application form to list, detail and attach any reports/assessments/needs their child has had since the time they were born, or any concerns they may have about their child's behaviour or needs. Reports are requested to assist the school in establishing the educational and caring needs of the child relevant to his/her disability or special education needs and to profile the support services required. Following receipt of the report, the Principal on behalf of the BoM will assess how the school could meet the needs specified in the reports. If necessary, a full case conference involving all parties may be held.

Where no such report is available, and it becomes evident to the school that a child needs extra supports, the school may request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her 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 request that the National Council for Special Education (NCSE), provide the resources necessary 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 Services, 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 to discuss the child's needs and the school's suitability or capability of meeting those needs.

Pupils Transferring from Another School

In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another, at any time of the year, either with the consent of the Minister or when the transfer is made because of a change in the ordinary residence of the child. This is facilitated at Scoil Éanna where a child has changed their place of residence and is also subject to school policy and available space. When the application for enrolment is made the Principal shall ascertain from the parent whether the pupil was previously enrolled in another National

School. In order to assess the needs of the child, the principal will seek all reports relating to that child from the principal of the school where the child previously attended. Parents are asked to give their permission to the principal of Scoil Éanna, to seek such information on the enrolment application form.

Code of Behaviour

The school Code of Behaviour outlines the standards of behaviour expected and also contains the sanctions that may apply including procedures for Suspension and Expulsion of pupils. It is available on our website and parents may request a copy from the school secretary. It is a condition of enrolment that parents and children agree to abide by the Code.

Medication

Parents are asked to inform the school in writing if their child suffers from any long term or short term illness and if their child is on medication. No staff member can be required to administer medicine or drugs to a pupil. In exceptional circumstances the BoM will make arrangements for prescribed medication to be given to children for example children with diabetes, epilepsy or an allergy. A staff member who, with the consent of the BoM, does take on the responsibility for administering prescribed medicines takes on a heavy duty of care to discharge the responsibility correctly. Parents contact the BoM in writing in relation to the administration of prescribed medication [See policy on Administration of Medicines].

Review

This policy will be reviewed annually by the BoM and updated as necessary.

Ratification and Review

This policy was ratified by the BoM on 30/09/2019. It will be reviewed in the event of changes of procedures, but no later than Autumn 2022.

Signed: O'Han J. McKeever
Chairperson BoM

Date: 30th Sept. 2019