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## Enrolment Policy

Revision No 3

Jan 2017

The enrolment policy of St. Joseph's Primary School formulated in accordance with the provisions of the Education Act 1998 in order to assist parents/guardians in relation to enrolment matters. The Chairperson of the Board of Management or the Principal will be happy to clarify any further matters arising from the policy.

St. Joseph's Primary School is a Catholic school under the patronage of the Bishop of Cloyne . Inspired by the vision of Catherine McAuley, Mercy education is committed to holistic development and to the achievement of the full potential of each pupil, particularly those who are disadvantaged or marginalized. It is a process informed by the teachings and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy education is committed to on-going whole-school development in collaboration and partnership with Department of Education and Science, the Board of Management, Staff, Parents and the wider community,

The aim of the school is to provide a Christian education for our pupils, by complementing and supporting the role of parents in developing and fostering religious convictions and moral values in their children while at the same time providing for their developmental and educational needs. Pupils are helped to achieve their full potential so that they may participate fully in all aspects of school and community life.

### General Information

Name: St. Joseph's Primary School,  
Address: Macroom, Co. Cork  
Telephone No. 026 41847  
Email stjosephsmacroom@gmail.com

Denomination: Roman Catholic  
Patron: Bishop William Crean  
Chairperson of the Board of Management: Mr Stephan O'Connor  
Principal Teacher: Sr. Brigid O'Connell  
Vice Principal Kathleen O'Driscoll

There are 19 teachers on staff including the Principal,  
12 Class Teachers,  
3 Resource Teachers for Children with Special Needs (2 full time temporary, 1 part time)  
1 Learning Support Teacher  
1 Language Support Teachers (full time temporary)  
2 Special Needs Assistants. ( 2 full time).  
Secretary  
Caretaker  
Cleaner

The school provides a full range of classes from Junior Infants to Sixth Class. It is a single sex girls school, which also caters for Junior, Senior Infants and First Class boys.

- St. Joseph's Primary School is funded by the grants and teacher resources provided by the Department of Education and Science



- It operates within the regulations laid down by that Department.
- School policy must have regard to the resources and funding available at any one given time.
- The school follows the curricular programmes prescribed by the D.E.S., which may be attended from time to time in accordance with the Education Act (1998).
- Within the context and parameters of D.E.S. regulations and programmes, the rights of the Patron as set out in the Education Act, 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 is the key value that determines the enrolment of children to our school. We are very proud of our intercultural context, with children from over 16 different cultural backgrounds.
- While the BoM asks parents to "respect the integrity of the school calendar by not planning holidays when the school is open" there are occasions when a family chooses to take their children out of the school for an extended period.
- When the BoM is informed 'in writing' that a child has transferred to another school within the state or reliably 'by word of mouth' that a child has emigrated, he/she is taken off the school roll and POD.
- The school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Non-Catholic pupils may be exempted from the religious education programme at the request of their parents.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Opening Hours: The school opens to receive children at 8.45a.m.  
Classes begin at 9.00a.m.  
Junior Infants and Senior Infants finish at 1.40 p.m.  
Senior Classes from First to Sixth Classes finish at 2.40 p.m.  
The school accepts no responsibility for pupils outside of these times.

An Annual Open Evening is held in May/June for prospective parents.  
Children visit the school twice before starting in September.  
Parent/Teacher meetings are held annually (according to Department and Education guidelines).

Parents/Guardians are welcome at any time (by appointment) to discuss their child's progress.

Meetings are held in connection with preparation for the sacrament of Reconciliation, First Communion and Confirmation.

There is a Parents Association in the school. All parents/guardians are welcome to become members.

The school uniform is worn daily. It comprises of a grey pinafore, blue blouse, navy blue tie and royal blue cardigan/grey pants, grey shirt, green pullover with school crest, green striped tie, royal blue school jacket and black shoes.

A navy blue tracksuit with blue t-shirt and runners are worn for P.E.

In the interests of health and safety no jewellery is allowed except for stud earrings and watches. Flat shoes are compulsory.

When a pupil is absent the class teacher should receive a written explanation on the pupil's return to school.



Accidents may happen during the school day. In the event of an accident/child becoming ill, every possible effort will be made to contact the pupil's parents/guardians or the persons delegated to take responsibility for the pupil. If this is not possible, or in the case of an emergency, the school presumes parents'/guardians permission to have the injury treated by medical personnel.

## **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 his/her 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 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 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.*

*The Board of Management made defer enrolment of a pupil with Special Needs until such time as all necessary resource are in place in the school.*

## **ENROLMENT PROCEDURE**

1. Parents/Legal Guardians wishing to enrol their child(ren) in St. Joseph's Primary School are required to return a completed Enrolment Application Form with an original Birth/Adoption Certificate and two passport photos to the school by beginning Of February each year. Where specific legal documents outline the family status/custody arrangements relating to the child(ren), details of these arrangements should also be provided. Subsequent legal changes to the name(s) or guardianship of the child(ren) should be communicated in writing to the school. Decisions in relation to applications for enrolment are made by the Board of Management of St. Joseph's primary School in accordance with school policy. The Board of Management is obliged under section 19(3) of the Educational 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.
2. The availability of Enrolment Application Form in the School is announced in our local Church and is advertised in the local shops. Local preschools are also made aware of the availability of these forms.



3. The Enrolment Application will require the following information

- Pupils name, age, and address
- PPS number
- Names and addresses of pupils parents/guardians
- Contact telephone numbers
- Contact telephone numbers in case of emergency
- Details of medical conditions which the school should be aware of
- Religion
- Previous schools attended, if any, and reasons for transfer, if applicable.
- An original birth certificate
- An original baptismal certificate (if baptised outside the Parish)
- Any other relevant information (if any).

4. The Board of Management in accordance with school policy makes decisions in relation to applications for enrolment. As a general principal and in so far as is practicable, children will be enrolled on application, provided there is space available. The names of the children for whom the necessary documents have been returned will be placed on a class list. The Board is bound by the Department of Education and Science's *Rules for 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.

5. 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.

## Appeals

Where a Board of Management refuses to enrol a student in the school, the parent of the student 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. 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](http://www.education.ie)

- The Parents/Guardians are informed within 21 days by the Chairperson of the Board of Management of the Board's decision to refuse enrolment and of the Parents' entitlement to appeal a decision of the Board of Management in relation to suspension or expulsion.
- The Chairperson of the Board of Management will prepare a response if and when an appeal is being investigated by the Dept of Education and Science. (Section 12, Circular 22/02 – Processing of an Appeal)



## Enrolment of Children with Special Needs

6. In relation to applications for the enrolment of children with special needs or disability, the Board of Management may request a copy of the child's medical and/or psychological report or where such report is not available, request that the child be assessed immediately. The purpose of the assessment report is to assist the school establishing the educational and the training needs of the child relevant to his/her disability or special needs and to profile the support services required. Following the receipt of the report, the Board will assess how the school could 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 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 Board may meet with the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties may be held, which may include parents, principal, class teacher, remedial teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

## Exceptional Circumstances:

The Board of Management of the school reserves the right to refuse enrolment to any pupil in exceptional circumstances. Such an exceptional case could arise where either

- 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 or
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

The parents of any child who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to section 29 of T 1998, and in such circumstances will be advised in writing of their entitlement to such an appeal.

7. While recognising the right of parents/guardians to enrol their child in the school of their choice, the Board of Management also has a responsibility 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 reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a. Size of / available space in classroom.
- b. Educational needs of children of a particular age.
- c. Multi-grade classes.
- d. Presence of children with special educational / behavioural needs.

8. In 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 being unable to provide suitable accommodation or recruit the required teaching staff) the following criteria will be used to prioritise children enrolment.



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- Brothers / Sister (including step-siblings, resident at the same address) of children already enrolled – priority to oldest.
  - Children living within the parish – priority to oldest.
  - Children of current school staff – priority to oldest.
  - Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside the parish.

9. Junior Infant pupils are registered on the first day of the school year and no later than September 30<sup>th</sup>.

10. Other pupils may be enrolled during the school year (if newly resident in the area).

### **Pupils Transferring**

11. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own schools enrolment policy. Under the terms of the Education Welfare Act 2000 information concerning attendance and the child's educational progress are to be provided by the school from which the child is transferring.

### **Code of Behaviour**

12. Children enrolled in our school are required to co-operate with and support the School / Board of Management Code of Behaviour as well as all other attached policies on curriculum, organisation and management. The Board places responsibility on parents / guardians to ensure that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the D.E.S. Rules for National Schools, a child may be suspended for non-compliance with the above. These policies may be added to and amended from time to time.

### **Medication**

13. 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 teacher can be required to administer medicine or drugs to a pupil. A teacher who, with the consent of the BOM, does take on the responsibility for administering 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 medication.

### **Review of this enrolment policy:**

The Board of Management of St. Joseph's Primary School shall regularly revise this policy.

Signed on behalf of the Board of Management

Chairperson:

Date: