

# Enrolment Policy

September 2016

Policy Document

**Belclare National School**



# Enrolment Policy

S.N. AN CROÍ RÓ NAOFA, BELCLARE,

## GENERAL INTRODUCTION.

This enrolment policy is being set out in accordance with the provisions of the Education Act 1998. The Board of Management trusts that by doing so parents will be assisted in relation to enrolment matters. Belclare National School is a Roman Catholic School under the patronage of the Archbishop of Tuam, Archbishop Michael Neary. At present there are 8 mainstream classroom teachers and one learning support teachers and 1.6 resource teachers based in the school. The school is co-educational school catering for pupils from junior infants to sixth class. The chairperson of the Board of Management, Ulick Egan and the Principal teacher, Yvonne Ryan will be happy to clarify any further matters arising from the policy.

The school depends on the grants and teacher's resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time by the department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with sections 9 and 30 of the Education act 1998.

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

**Inclusiveness for all children**

**Equality of access and participation in the school**

**Parental choice in relation to enrolment and**

**Respect for diversity of values, beliefs, traditions, languages and ways of life in society.**

At any time the current active enrolment policy will be available either on the school website [www.belclarens.ie](http://www.belclarens.ie) or from the school Monday to Friday 10am to 3pm and it is the responsibility of each parent / guardian to view the active enrolment policy from time to time.

The board of management reserves the right to cap pupil numbers on Health and Safety grounds.

## **Enrolment.**

### **Application procedures;**

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- Parents / Guardians may indicate their interest in enrolling their child in the school from the September onwards of the year prior to their commencement in school by placing their child's name on the office list. This is not a waiting list in any form and it is acknowledged and agreed that it shall not be constructed as such. Placing a child's name on the office list must be done by contacting the school office by phone or email.
- Parents seeking to enrol their child/ren in Belclare National school are requested to return a completed Enrolment application form with the original birth and Baptismal Certificates to the school by the end of the first week in February each year. Utility bills or a form of address) not more than 2 months old with your name and address are necessary if qualifying under the catchment area criteria. Original documents will be photocopied in the school and returned to applicants.
- There will be communication of this by way of a notice placed on the school website, school notice board, parish newsletter and in the Tuam Herald.
- **PLEASE NOTE THAT COMPLETION OF AN APPLICATION FORM OR PLACING YOUR CHILD'S NAME ON A LIST, HOWEVER EARLY, DOES NOT CONFER AN AUTOMATIC RIGHT TO A PLACE IN THE SCHOOL. NAMES MAY ONLY BE PLACED ON THE LIST IN THE YEAR BEFORE THE PUPIL IS DUE TO COMMENCE.**
- The board of management will meet after this date to assess all applications and in the event of more applications than available places, apply the enrolment criteria.
- Parents will be informed in due course of the decision of the Board.
- Parents of children who have been accepted for enrolment must inform the school in writing within seven days if they wish to accept the place. Failure to do so will result in the re allocation for the place.

- Parents who are unhappy with an enrolment decision may appeal to the ~Board of Management. It must be addressed in writing to the Chairperson of the Board stating the grounds for the appeal. One may then appeal to the Department of Education and Science on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school.
  - Parents of the new junior infant class will be invited to an induction meeting which is generally held in the school in May or early June. Here they will be circulated with general information pertaining to the school.
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## **ENROLMENTS ADMISSION POLICY**

### **Provision of key information by parents.**

Certain information will be required when children are being enrolled. Parents will be required to provide this information before a child can be enrolled in the school. This information is specified in the schools' enrolment form.

Such information will include for example:

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- Pupils name, age, address, PPS no. and the original child's birth and baptismal certificate
  - Names and address of pupil's parents / guardians
  - Mother's maiden name.
  - Contact telephone numbers
  - Contact telephone numbers in case of emergency
  - Details of any medical conditions which the school should be aware of.
  - Details of special educational needs including assessment of these needs by psychologists, speech therapists, occupational therapist, medical specialists etc.
  - Religion, nationality
  - Previous schools attended, if any, reasons for transfer, student transfer form.
  - POD information on ethnic or cultural background and child's religion (optional)
  - Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act 2000
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## **Decision Making**

The board will have regard for relevant Department of Education and Science guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation including physical space and the health, safety and welfare of the children.

## **Enrolment criteria**

In the event that applications for enrolment exceed or are expected to exceed the number of places, the board will exercise its discretion in the application of the following criteria. It will apply sequentially, in the order 1-4 (i.e. if all places available are not filled by children defined in criteria 1, the children defined in criteria 2 will be next considered etc).

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- Local catchment area
  - Brothers and sisters of current pupils
  - Brothers and sister of children who attended Belclare NS in the past
  - Children of staff members
  - Date of birth (oldest child/ren) as places allow.
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## **Admission day / date**

Children will generally commence in the Junior Infant class on the first school day of the new 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 education 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 Department of Education and Science 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

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special needs, special needs assistant, specialized 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 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**

We discourage pupils transferring from primary schools within the locality and acceptance will be subject to the enrolment criteria and each dealt with in a case by case manner.

This policy was drafted and approved by the Board of Management in September 2016.

Policy will be reviewed as deemed necessary.

Signed \_\_\_\_\_ Date

Chairperson,

Board of Management.



## **BELCLARE NATIONAL SCHOOL ENROLMENT FORM**

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Dept at individual pupil level on a live system. This information will be used to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. The database will hold data on all primary school pupils. The database will also contain, **on an optional basis**, information on the pupil's religion and on their ethnic or cultural background. The data required for POD is marked with an **asterisk \*** and will only be uploaded to POD **if your child is enrolled**. All other data we need for the efficient running of the school. **In order to assist with the gathering of data please complete the form in CAPITAL LETTERS and return to the school. This form will be retained by the school.**

Year in which pupil is being enrolled \_\_\_\_\_

\*Pupils first Name; \_\_\_\_\_ \*Pupils Surname; \_\_\_\_\_

\*Birth Cert First name (if different from above) \*Birth Surname (if different from above)

\*Home Address: \_\_\_\_\_

\*Date of birth: \_\_\_\_\_ \*PPSN No; \_\_\_\_\_ \*Gender Male ( ) Female ( )

\* Nationality \_\_\_\_\_ \* Religion \_\_\_\_\_

\*Mother's name: \_\_\_\_\_ \*Mother's Maiden Name \_\_\_\_\_

\* Is one of the pupil's mother tongues (i.e. spoken at home) Irish or English? Yes ( ) No ( )

**Do you consent to uploading date relating to religion to POD Yes ( ) No ( )**

To which ethnic or cultural background group does your child belong (please tick one)?

White Irish ( ) Irish Traveller ( ) Roma ( ) Black African ( ) Any other white background ( ) Any other black background ( ) Chinese ( ) Any other Asian Background ( )

Other (inc. mixed background ( )

**Do you consent to uploading date relating to ethnicity to POD? Yes ( ) No ( )**

**The following information is required for the efficient running of the school and will not be uploaded to POD.**

**Please indicate preferred mobile number for text alerts.**

Mothers Name; \_\_\_\_\_

Occupation \_\_\_\_\_

Tel no: Home: \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

Father's name: \_\_\_\_\_

Occupation \_\_\_\_\_

Tel no, home: \_\_\_\_\_ Work; \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Guardian's Name (Where applicable) \_\_\_\_\_

Tel no, home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Previous school/preschool attended \_\_\_\_\_

Address of school/preschool: \_\_\_\_\_

List any problems your child may have in relation to health e.g. allergies, diabetes, epilepsy, asthma, sight, hearing, speech, nosebleeds, fainting etc.)

Family doctor's name and tel. no \_\_\_\_\_

List any special physical or educational requirements that your child may need

Please include any relevant medical and or psychological reports. The school should be made aware of any court order which affects the child's welfare and also of the name of any person into whose custody the child should not be given

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In case of emergency and if parents/guardian cannot be contacted please list the names, addresses and phone numbers of persons who have permission to collect your child/children from school.

Name \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Tel no \_\_\_\_\_ Tel no \_\_\_\_\_

**N.B. Parents/guardians should make the above named persons aware of their role in this regard.**

**Please answer YES or NO to the following (circle as appropriate)**

<b>Our child can be taken to hospital in case of emergency if we cannot be contacted</b>	<b>YES</b>	<b>NO</b>
<b>Inclusion of our child's photographs on school website</b>	<b>YES</b>	<b>NO</b>
<b>Inclusion of our child's photographs in local / national newspapers</b>	<b>YES</b>	<b>NO</b>
<b>The information may be shared with other agencies e.g. HSE who require it</b>	<b>YES</b>	<b>NO</b>
<b>Our child's uniform being changed by adult member of staff in the presence of another adult in case of illness or toilet accident.</b>	<b>YES</b>	<b>NO</b>
<b>We consent to our child receiving support in literacy &amp; numeracy as deemed necessary</b>	<b>YES</b>	<b>NO</b>

Signature Parent / Guardian

Signature Parent / Guardian

Date \_\_\_\_\_

**NB please ensure that a photocopy of the child's BIRTH CERTIFICATE and a photocopy of the BAPTISM CERTIFICATE are returned along with the application form.**