

**ST. EUNAN'S NATIONAL SCHOOL,
LAGHEY, CO. DONEGAL.**

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Enrolment Policy

The Board of Management (B.o.M.) established its Enrolment Policy in accordance with the provisions of the Education Act (1998) Section 15. This Enrolment Policy was approved by the B.o.M. on Monday the 25th January '16 and will be subject to review at the discretion of the Board.

Aim

This document was devised to assist parents in relation to enrolment matters.

A. General Introduction

Denomination: Catholic (see 'School Ethos').

Patron: Philip Boyce, Catholic Bishop of Raphoe.

Catchment Area: Parish of Drumholm.

Teaching Staff: 1 Teaching Principal
3 Mainstream class teachers
2 Resource teachers (one shared & one part-time)
1 Learning Support teacher (shared)

Ancillary Staff: 2 full-time Special Needs Assistant

Classes: Full range, Junior Infants to Sixth Class, for boys and girls.

Ethos:

The school aims to prepare pupils for life by enabling them to make the best possible use of their inherent and potential capabilities including physical, mental and spiritual skills.

Self-esteem is fostered by the valuing of pupils, by a willingness to listen and understand and by a positive view of learning as a shared journey. All achievements are recognised and applauded not just academic attainments.

A spirit of mutual respect and inclusiveness is promoted and pupils are taught to appreciate and respect all people regardless of differences including nationality, religion or disability. The needs and particular circumstances of the pupil are

considered at all times. Religious Education is provided for pupils in accordance with the doctrines and traditions of the Catholic Church.

The quality of the relationships between management, teachers, parents and pupils enhances the educational partnership and a sense of community is fostered between them. The importance of parents/guardians as prime educators of their children is recognised and valued and close contact is maintained between school and home. The school also encourages links with the wider community.

Funding

Dependent on pupil capitation, grants, teacher resources and special needs resources are provided by the Department of Education and Science (DES). The school operates within the regulations laid down, from time to time, by the DES. School policy must have regard to the resources and funding available.

Curriculum:

Curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 & 30 of the Education Act (1998).

Religion is provided in accordance with the doctrines and traditions of the Catholic Church.

General Procedures:

1. (a) The school opens to receive pupils at the hour of 9.20am. No responsibility is accepted for pupils arriving before that time.
- (b) Parents whose children's formal schooling ends at 2pm should have their children collected at that time.
- (c) Classes end each day at 3pm. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school doors at 3pm. The school cannot accept responsibility for looking after children after 3pm.
- (d) In the case of children travelling by School Bus, the school cannot accept responsibility for escorting them from the bus to school, or from the school to the bus. Parents who feel that their children may need to be escorted on these occasions should make arrangements to ensure that some escort is provided.

2. Uniform

The school uniform consists of a sky-blue shirt/blouse, grey trousers/skirt/pinafore, a royal blue v-neck jumper and a school tie.

The school's PE gear consists of a sky-blue polo shirt, grey joggers and a round necked jumper.

All items with the school crest can be purchased in The Uniform Shop, beside all sports in Donegal Town.

Enrolment

Within the context and parameters of DES regulations and programmes together with the rights of the Patron as set out in the Education Act (1998) and the funding and resources available, the school supports the principle of inclusiveness, equality of access and participation in the school. The B.o.M. has respect for the diversity of values, beliefs, traditions, languages and ways of life in society. Therefore admission is not refused for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, family or social circumstances.

B. Enrolment Procedures

1. The B.o.M. is bound by the DES's Rules for National Schools which provides that pupils may only be enrolled from the age of four and upwards, though compulsory attendance does not apply until the age of six years.
2. The enrolment process is initiated by way of written application. Application forms are always available from the school office. The B.o.M. will inform the school community of the enrolment procedures by any of the following media: letter, Parents' Association, church announcement/bulletins, advertisement, school website. Parents who wish to enrol pupils in Junior Infants are requested to return their application forms to the Principal before the end of February, if your child requires additional support. As a general principal and in so far as is practicable having regard to the school's Enrolment Policy, children will be enrolled on application provided that there is space available. New Junior Infants spend one informal period in school at the end of June to familiarise themselves with their new environment. Official admission of Junior Infants takes place on the first day of the academic year. Parents who wish to enrol their children from another school are requested to get a form filled out by the Principal of their previous school.
3. Certain specific information must be provided by parents on the Application for Enrolment form. For each child parent/guardians must furnish both an original Birth/Adoption Certificate and a Baptismal Certificate. The Code Of Conduct is appended to this Enrolment Policy document. As a condition of enrolment parents must confirm on the Application of Enrolment Form that the Code of Conduct is acceptable to them and that they will make all reasonable efforts to ensure compliance with the code by their child.

C. Decision Making

In the event that applications for enrolment exceed / is expected to exceed the number of places available the B.o.M. is guided by the following decision making criteria which will be used to prioritise children for enrolment:

1. Siblings of children already enrolled including stepsiblings and fostered children resident at the same address. Priority to the eldest.
2. Catholic children living within the parish. Priority to the eldest.
3. Children of current school staff (teaching and ancillary). Priority to the eldest.
4. Catholic children living outside the parish. First come first served and priority to the eldest.
5. Other children living within and outside the parish. First come first served and priority to the eldest.
6. In the event of being unable to enrol a child(ren) from the above categories in a given class at the beginning of a year, or mid-year, such children will receive priority (in the above order) for the subsequent school year.

In the event that there are more applicants within any category than there are available places, priority will be given to children within the particular category in order of age, starting with the oldest.

The BoM will make a decision in respect of an application within 21 days of receipt of an application. In cases where further information is required, the application will not be treated as being complete until such time as all requested/relevant information has been received.

D. Enrolment of children with special needs

In relation to applications for the enrolment of children with special needs, the B.o.M. will request a copy of all relevant information and reports such as medical and / or psychological report or where such a report is not available, to 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 report services required.

Following receipt of the report, the B.o.M. will assess how the school could meet the needs specified in the report. If the B.o.M. deems that further resources are required, it will, prior to enrolment, request the DES to provide the resources required to meet the needs of a 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 service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. Notwithstanding the availability of such resources, parents who are not satisfied with the level of

educational provision in this school are advised to consider a special school which is designed and specifically resourced to cater for children with special needs. It may be necessary for the B.o.M. to defer enrolment pending the receipt of an assessment report and/or the provision of appropriate resources by the DES to meet the needs specified in the psychological and/or medical report.

E. 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 DES. The school from which the child is transferring will be asked to communicate the child's attendance record from enrolment and any other appropriate matters relating to the child's educational progress.

F. Refusal to Enrol on Grounds of "Exceptional Circumstances"

The BoM may reserve the right to refuse enrolment for the following reasons;

- a) The pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with an appropriate education or
- b) In the opinion of the BoM, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

G. Right of Appeal

If a decision is communicated by the Principal to a parent indicating that the school is unable to enrol a pupil, that parent can enquire as to what section/ sections of the enrolment policy justify the refusal. If unhappy with the explanation the parent can appeal the decision in writing to the Chairperson of the Board of Management within 42 days from the date the decision of the school was notified to the parent or student. The B.o.M. will then consider the appeal and the Chairperson will advise the parent in writing of the Board's decision. (refer to circular 22/2002)

Ratification and Monitoring

This policy will be monitored and reviewed on an on-going and/or when the need arises. The Board of Management will ensure that adequate training and support is provided for all staff where possible.

This policy was ratified by the Board of Management on Monday the 25th January 2016.

Communication/Circulation of Policy

New applicants to the school will be given a copy of the enrolment policy.
A copy of the enrolment policy will be uploaded onto the school's website.

Chairperson: _____ Date: _____