

Scoil Naomh Buithe, Tenure

Enrolment Policy

Introduction

This policy has been formulated in accordance with the provisions of the Education Act (1998) and the Education (Admissions to Schools) Act 2018. The Board of Management trusts that this policy will assist parents in relation to enrolment matters, and the Chairperson of the Board of Management or the Principal will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

General Information

School name: Scoil Naomh Buithe
Roll number: 18635T
Contact details: 041 6851503
office@tenurens.ie

Scoil Naomh Buithe is a Catholic, co-educational school under the patronage of the Catholic Archbishop of Armagh. As a Catholic school, we strive to promote the full and harmonious development of all pupils' cognitive, intellectual, physical, cultural, moral and spiritual abilities, including nurturing a living relationship with God and other people, and we promote a Christian philosophy of life.

The school caters for all classes from Junior Infants to Sixth Class. There are twelve teachers in total including the Principal, eight class teachers and three special education teachers. Six Special Needs Assistants are assigned to the school by the Department of Education and Skills (DES) to enable the inclusion of children with special educational needs. Children may not be enrolled in Junior Infants prior to their fourth birthday. Children aged four and five, who have not previously attended school, will be placed in Junior Infants. Children who are six or older will be placed in an age appropriate class. An induction day for Infants will be held each year during May/June

Class starts at 8.50 a.m. and finishes at 2.30 p.m. Infant Classes finish at 1.30 p.m.

The school follows the curricular programmes prescribed by the Department of Education and Skills. Funding is provided by the DES, and is supplemented by occasional fund-raising by staff and parents. The school policy has regard to the resources and funding available.

Scoil Naomh Buithe, 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, supports the principles of:

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolment, and
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Equality of access is the key value that determines the enrolment of children in our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

Legal Framework

Scoil Naomh Buithe operates under the rules for national schools and departmental circulars. The school is subject to the Education Act (1998), the Education Welfare Act (2000), the Education for Persons with Special Educational Needs Act (2004), the Education (Admissions to Schools) Act 2018, equality law, health and safety regulations and all other relevant legislation.

Application Procedures

We maintain a list of children who intend to enrol in Scoil Naomh Buithe in future years. We ask that you share your intentions with us as soon as possible so that we can add your child to this list. *Please note the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school.* We then use this list to issue Enrolment Application forms early in the year that your child is expected to start school. Enrolment Application forms will also be available from the school secretary.

The Enrolment Application form must be completed in full and returned to the school by Friday 15th February 2019. Please attach a copy of your child's birth certificate as proof of age, and a copy of a recent utility bill as proof of address. The completed Enrolment Application form must include the agreement, signed by the parents/guardians, to abide by the school's Code of Behaviour.

It is important that parents/guardians give details of any medical condition or other salient facts. Examples of such salient issues include psychological and medical reports or any pertinent legal issues. Further relevant information may be sought at a later stage.

Decision Making

While recognising the rights of parents to enrol their child in the school of their choice (where places are available), the Board of Management of Scoil Naomh Buithe reserves the right, and the duty, to determine the criteria used to accept children into Junior Infants and into other classes in the school. Such criteria ensure the safety of, and protect the rights of, currently enrolled students of the school. These criteria will be used by the Board in determining which children are given priority when applicants outnumber the places available.

Factors that have been considered in drawing up these criteria for our enrolment policy are:

- available space in classroom and play areas
- educational needs of children of a particular age
- presence of children with special educational or behavioural needs
- DES guidelines in relation to class size and staffing provisions
Scoil Naomh Buithe has a maximum class size of 28
- availability of DES grants and teacher resources. The school depends on grant and teacher resources provided by the Department of Education and Science.

Criteria for enrolment

In the event of the number of children seeking enrolment in any given class exceeding the number of places available, the Board will decide on a minimum age after which the following criteria will apply.

- i. Children living within the traditional catchment area, brothers and sisters of children already enrolled in the school, and children of current school staff.**
- ii. Children who are living outside the traditional catchment area.**

In the event that the number of pupils seeking enrolment from within either criteria/category exceeds the number of places available, then the Board /school will offer places on an age basis, oldest first.

Places will be allocated according to school enrolment policy. The Board reserves its discretion for exceptional circumstances.

Children with Special Needs

Scoil Naomh Buithe welcomes applications from children with special needs. Every effort will be made to provide them with an appropriate education and to include them in every aspect of life in our school. The child with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills (DES) to the Board of Management.

The Board of Management will require copies of relevant medical or psychological reports prior to the child being enrolled in our school, and a meeting will be held with the child's parents/ guardians to discuss the needs of the child. The reports and the meeting will allow the school to establish the educational or other needs of the child relevant to his/her disability or special needs, to profile the support services required, and to assess the school's suitability and capability to meet the needs specified in the report(s) and to appropriately provide for the education of the child. Should such reports not be available, the Board will request that such assessments are carried out immediately.

Where the Board deems that further resources are required, an application will be made to the Special Educational Needs Organiser for additional resources before the required closing date for resource allocation for the year of enrolment. These resources may include for example, the provision of any or a combination of the following: visiting teacher service, sufficient special education teachers, sufficient access to a special needs assistant, specialized equipment or furniture, transport services or other facilities.

If considered necessary, a full case conference may be called which will include parents, class teacher, special education teacher, special needs assistant, psychologist, social worker or other medical personnel as appropriate. It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/ or provision of resources by the DES to meet the needs specified in the psychological or medical reports.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a

special school, which is designed and resourced to specifically cater for the needs of children with very significant special educational needs.

Pupils Transferring

Pupils will only be enrolled during the school year if they are newly resident in the area. A fully completed Enrolment Application form, as well as specific information about previous school(s) attended, must be completed by parents/guardians. The Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils, including the requirement that information concerning attendance and the child's educational progress should be communicated between schools.

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, Scoil Naomh Buithe's enrolment policy and local agreements with other schools. Each application must be considered by the Board of Management.

School Policy and Practice

Pupils enrolled in our school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies and practices in relation to curriculum, organisation and management. The Board of Management places Parents/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. These policies may be added to and revised from time-to-time. A copy of the Code of Behaviour will be attached to the Enrolment Application form, and each parent will be requested to sign an undertaking to up hold the school's Code of Behaviour.

Refusals

The Board of Management reserves the right to defer/refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where, in the opinion of the Board of Management,

1. Application numbers for enrolment exceeds space available.
2. The pupil's special needs are such that, even with the additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education;
3. The pupil poses an unacceptable risk to other pupils, to school staff or to school property.

Appeals Procedure

In line with Section 29 of the Education Act (1998), parents who are dissatisfied with an enrolment decision have a right to appeal this decision to the Department of Education and Skills.

Ratification and Review

This policy was ratified by the Board of Management on 28th January 2019, and it will be reviewed in November 2019.

Patrick Logue
(Chairperson BOM)

29/01/2019