

Scoil Naomh Buithe Enrolment Policy

This policy has been formulated in accordance with the provisions of the Education Act (1998). The Board of Management trusts that this policy will assist parents in relation to enrolment matters.

St Buites is a Catholic, co-educational school under the patronage of the Catholic Bishop 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 11 teachers in total including the Principal. Learning support/ Resource teachers and Special Needs Assistants are assigned to the school by the Department of Education and Science (DES) to enable the inclusion of children with special educational needs.

St Buites 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), equality law, health and safety regulations and all other relevant legislation. The school follows the curricular programmes proscribed by the Department of Education and Science. Funding is provided by the DES, and regular fund-raising by staff and parents.

ST Buites, 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.

Application Procedures

Children may not be enrolled in Junior Infants prior to their fourth birthday. Children aged four to six, 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.

We keep a list of children who intend to enroll in St Buites in future years. We ask that you share your good news with us as soon as possible after birth so that we can add your child to the list.

Parents of children on the list will be asked to confirm that it is still their intention to enroll the child at the school early in the year that their child is expected to start. Places will be allocated according to school enrolment policy. An enrolment form will be issued to those to whom places have been allocated. Parents of children whose child has not been allocated a place will be advised of same. An induction day for Infants will be held each year during May/June.

Provision of key information by parents

The following information will be required on the application form:

- Pupil's name, age and address;
- An original birth cert.
- PPS number;
- Names, addresses and occupations of pupil's parents/guardians;
- Contact telephone numbers;
- Contact telephone number in case of emergency;
- Number of children and child's place in family;
- Previous pre schools/school/schools attended, if any;
- Details of any health or welfare issues;
- Name of family doctor;
- Baptismal Cert if applicable

NB It is important that parents/guardians give details of any medical condition or other salient facts the school should be aware of. Examples of such salient issues include psychological and medical reports or any pertinent legal issues.

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.

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

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 St Buites 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
- Multi-grade classes
- Department of Education and Science guidelines in relation to class size and staffing provisions.

- Availability of 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/standard exceeding the number of places available the Board may have to decide on a minimum age after which the following criteria will apply.

- i. Catholic children living within the parish /catchment area, brothers and sisters of catholic children already enrolled in the school, and children of current school staff. Priority to oldest.
- ii. Non-catholic children living within the parish/ catchment area. Priority to oldest.
- iii. All children who are not resident within the parish/catchment area. Priority to oldest

The Board reserves its discretion for exceptional circumstances.

Admission:

Children, who have not previously attended a primary school, will be enrolled in Junior Infants, if this class is deemed appropriate.

Children with Special Needs

Scoil Naomh Buithe welcomes applications from children with special needs and every effort will be made to provide them with an appropriate education as well as 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 Science 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. The purpose of such reports is to allow the school to establish the educational or other needs of the child relevant to his/her disability or special needs and to profile the support services required. Should such reports not be available, the board will request that such assessments be carried out immediately.

Following the receipt of the report the Board will assess how the school can meet the needs specified in the report(s). 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 or medical report. These resources may include for example, the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport services or other facilities.

The school will meet with the parents to discuss the child's needs and the school's suitability or capability in meeting these needs. If considered necessary, a full case

conference may be called which will include parents, class teacher, learning support teacher, resource 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 special educational needs.

Pupils Transferring

Pupils are only enrolled during the school year if they are newly resident in the area, and an application form requiring the information as outlined above as well as specific information about previous schools attended must be completed by parents/guardians.

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.

Each application must be considered by the Board of Management.

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 Science, 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.

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. Parents/Guardians are 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 issued to all parents and each parent will be requested to sign an undertaking to uphold the schools code of behaviour and policies.

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 Science.

This policy was ratified by the Board of Management and will be reviewed as necessary.