

## **Enrolment Policy**

This policy was formulated in draft form by Lisa Kilkelly and Patricia Lee, staff of Tubber National School in January 2014. It was presented to the B.O.M. to ascertain their views and their comments were taken in consideration.

The B.O.M. agreed the final Policy Statement on .

### **Rationale**

This policy was formulated in accordance with the Education Act 1998 (Section 15, subsection 2)

It is based on the Constitutional right of every child between the ages of 6 and 16 to an education in the school of their choice.

The B.O.M. is bound by the D.E.S. rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards at the start of the new school year though compulsory attendance does not apply until the age of 6 years.

Relevant information will be sought from parents through an enrolment application form and /or copies of educational assessments. (If relevant)

Information will also be given to parents to inform them of the agreed procedure, of the school and to ensure the smooth effective and caring operation of the school.

### **Relationship to Characteristic Spirit of School.**

Tubber N.S. is a co-educational National School under the patronage of the Roman Catholic Church. We endorse fully the key principle of inclusiveness of equality of access, parental choice and respect for diversity and will enrol all children subject to space, educational needs, D.E.S. recommendations/guidelines.

### **Aims**

The policy aims do clearly outline

- The information requested from parents before children are enrolled
- Information to be provided for parents during the enrolment process
- To outline school policy in relation to demand for places in the school exceeding availability of spaces.

### **General Information**

The B.O.M. is setting out this policy in accordance with the provisions of the Education Act 1998 and the B.O.M. trusts that by so doing the parents will be assisted in relation to enrolment matters and that furthermore the Chairperson of the B.O.M. Mary McCormack and the Principal Lisa Kilkelly, will be happy to clarify any further matters arising from this policy.

## School Information

<b>School Name:</b>	Tubber National School
<b>Address:</b>	Tubber, Co. Clare
<b>Contact Details:</b>	Phone (091) 633230 e-mail <a href="mailto:tubbernationalschool@gmail.com">tubbernationalschool@gmail.com</a> .
<b>School Denominational Character</b>	Roman Catholic
<b>Patron:</b>	Bishop Kieran Reilly
<b>No. of Teachers:</b>	<b>Principal</b> – Lisa Kilkelly <b>Assistant</b> – Patricia Lee <b>Learning Support Resource Teacher</b>
<b>Range of Classes:</b>	Infants - 6 <sup>th</sup> Class, mixed school.

Tubber National School is dependent on the grants and teacher resources provided by the D.E.S. and this school operates within the regulations laid down from time to time by the D.E.S. Subsequently school policy must have due regard to the resources and funding available.

Tubber N.S. follows the curriculum programme prescribed by the D.E.S. which may be amended from time to time in accordance with Section 9 and 30 of 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 and 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 and participation in the school.
- Parental choice in relation to enrolment.
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Other general information e.g. school opening hours may be accessed through of Code of Discipline.

## Application Procedures for Enrolment.

Parents who wish to enrol pupils in junior infants will be required to make formal contact with the School Principal/class teacher during the final term of the school year. Parents will then be requested to complete and enrolment application form which has been designed by the school staff and ratified by the B.O.M.

A copy of the School Code of Discipline will be distributed on completion of the enrolment form to each parent/guardian. Parents will subsequently be requested to sign an acceptance covering letter of the terms of the School of Discipline.

Tubber N.S. wishes to clarify that decisions in relation to applications for enrolment are made by the B.O.M. of the school in accordance with school policy.

The B.O.M. as a general principle and in so far as practicable having regard to the school's enrolment policy, that children will be enrolled on application provided that there is space available.

In the event of the number of children seeking enrolment in any given class exceeding the number of places available, preceding or during the school year, the following criteria may be used to prioritise children for enrolment.

- Whether there are siblings of the proposed new entrant already attending the school.
- Children of Staff members
- Parish Boundaries.

### **Admission Day(s)**

Junior Infants may receive an induction period of duration of 5 days at the close of Term 3 subject to the discretion of the class teacher in co-ordination with the Principal and B.O.M. Otherwise commencement date will be the first school day of the school year.

### **Enrolment of Children with Special Needs.**

In the enrolment of children with special needs the B.O.M. will request a copy of the child's medical and/or psychological report or where such a report is not available, request that the child be assessed immediately.

The purpose of the provision of such documentation 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.

On receipt of such reports the Board will be in a position to assess how the school could meet the needs specified in the report. Where the B.O.M. deems that further resources are required it will prior to enrolment request the D.E.S. to provide the resources required to meet the needs of the child as outlined in the psychological/medical report.

In certain cases it may be necessary for the B.O.M. to decide to defer enrolment of a particular child pending.

- The receipt of an assessment/report.
- Provision of appropriate resources by the D.E.S. to meet the needs specified in the psychological/medical report.

### **Transfer of Pupils**

Children transferring from another school will be requested to supply the following information in addition to completion of standard enrolment forms already outlined.

- Name/Address/Principal of last school attended
- Name(s) of all previous schools attended.
- School Report(s)/Educational Assessment results.
- Psychological or other assessment (if applicable)

## **References**

In formulating this policy we consulted/referred to the following publications

- Education Act 1998
- Rules for National Schools.
- Welfare Act 2000
- Solas Guidelines (C.P.M.S.A.)
- [www.ippn.ie](http://www.ippn.ie)
- [www.sdps.ie](http://www.sdps.ie)
- [www.into.ie](http://www.into.ie)
- Code of Discipline of Tubber National School.