

Inchicore National School Sarsfield Rd. Inchicore Dublin 10.

Enrolment Policy 2018

This enrolment policy was reviewed and updated by the Board of Management of Inchicore National School in October 2018. It is written in accordance with the provision of the Education Act 1998. The aim of our school enrolment policy is to assist parents and prospective parents in relation to enrolment matters.

Inchicore National School is a Roman Catholic school under the patronage of the Roman Catholic Archbishop of Dublin, His Grace Diarmuid Martin. It is a vertical school providing primary education for pupils from age 4-12 years i.e. junior infants to sixth class.

Rationale:

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Aims:

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement and current legislation
- To specify what information is required by the school at the time of application
- We aim to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

The school has a total of 19 teachers (2016/17), which includes an administrative principal.

Inchicore National School operates under the Rules for National Schools and Department of Education and Skills guidelines. The school is staffed in accordance with the schedule laid out by the DES. The school is funded by annual grant aid from the Department of Education and Skills.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy must have regard to the resources and funding available. Within the context and parameters of Department 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:

1. Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
2. Equality of access and participation in the school;
3. Parental choice in relation to enrolment;
4. Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

General Information:

School Name: Inchicore National School

Address: Sarsfield Road, Inchicore, Dublin 10

Contact details:

Tel: 01 453 6505

Email: inchicorens@gmail.com

Opening hours of the school: Junior and Senior Infants: 8.50 a.m. to 1.30 p.m.

1st class to 6th class: 8.50 a.m. to 2.30 p.m.

Policy Considerations

The Board of Management (BoM) of Inchicore National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

Where the number of applications in any given year exceeds the availability of places, the Board may specify that Junior Infants must be four years old by/on a certain date.

The school will maintain a list of refused applicants for each class for the school year, their place on that list having been determined under the criteria outlined.

The BoM respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled. The BoM of Inchicore National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the BoM reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Pupils
- Available classroom space
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Skills class size directives
- Appropriate Supports and Resources are available
- Time of school year

Application Procedure

The BoM will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, parents letters, email and the school website to outline the enrolment procedures.

1. Junior Infant Enrolment

Parents seeking to enrol their child(ren) in Inchicore N.S. should return a completed Enquiry to Enrol application form, available from the office with an original birth/adoption certificate to the school and Baptismal Certificate, if available.

- Child's name, date of application, child's date of birth, Religion, address, telephone contact number are recorded in the School Record of Applications, and the attached acknowledgement (Appendix 2) together with a copy of this policy is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.
- Applications are placed on file.

- The deadline for receipt of applications is **November the 15th**
- A database of the applications is compiled and ordered according to the Enrolment Criteria by the Principal and Secretary.
- The BOM will meet and make a decision in respect of the applications within 21 days of **November the 15th** and inform the parents in writing.
- All other applications will be numbered and placed on a waiting list and parents advised.
- The parents of the children who have been offered a place will be invited to the Information meeting for new pupils.

Junior Infant Enrolment Criteria

In the event the applications for enrolment exceed the number of places available the following decision-making process will apply:

Priority	Criterion
1	Children living in the parish/Seven Oaks development and sisters and brothers of pupils in the school
2	Other children living outside the parish

If the applications within categories exceed the number of places available, older children will have precedence i.e. applications will be ordered according to date of birth and **first preference** given to those whose 4th birthday falls before the 31st March of the year of admission.

Criteria for Enrolment to Senior Infants to 6th Classes

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6th classes.

Priority	Criterion
1	Priority is given to brothers and sisters of children currently in the school.

2	Families whose primary residence is either in the immediate areas of Mary Immaculate Parish, or in the traditional areas of Kilmainham, Islandbridge and Lower Ballyfermot.
---	---

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

Decision-making Process re applications for Enrolment from Senior Infants to 6th:

- Decisions in relation to applications for enrolment are made by the board of management of the school in accordance with school policy. Decisions will be given in writing within 21 days of receiving a complete application.

When enrolling the following information is gathered for school and DES records:

- Pupil's name, age and address; Names and addresses of pupil's parent/guardians;
- Parents' contact telephone numbers; Contact telephone numbers in case of emergency;
- Nationality, Cultural Background;
- Details of any medical conditions and/or assessed syndromes which the school should be aware of;
- Religion;
- Previous schools attended, if any, and reasons for transfer, if applicable, and
- Any other relevant information, including any such other information as may be prescribed under the Education Welfare Act 2000.

Further relevant information may be sought at a later stage. Enquiry to Enrol in other classes may be made at any time of the 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, psychological report, speech & language report or assessment of need 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 support services required.

Following receipt of the report, the board will assess how the school could 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 Skills 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, 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 service or other.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a meeting involving all parties should be held, which may include parents, principal, class teacher, Learning Support teacher, Resource teacher for special needs or psychologist, as appropriate.

Refusal to enrol:

The BoM reserves the right to refuse enrolment in exceptional circumstances e.g.

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

Right of Appeal

Under Section 29 of the Education Act, 1998 parents are informed in writing of their right to appeal a decision of the BoM, in relation to a refusal to enrol a child. Details in relation to Section 29 appeals are available from the Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath. If/when an appeal is initiated the Chairperson will have responsibility for preparing a response for the Appeals Committee.

Pupils transferring:

Pupils may transfer to the school at any time, subject to the school's enrolment policy, available space and in some cases, the approval of the Department of Education and Skills.

The Education Welfare Act (2000) contains 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. A request for information on attendance and education progress will be made when the child is registered.

Code of Behaviour:

The school will append its Code of Behaviour to the school's enrolment policy.

Prior to registering a child, the parents of an applicant will be provided with a copy of the school's Code of Behaviour and the parent will confirm in writing that the Code of Behaviour so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the Code by the child.

Monitoring Procedures

The implementations of this policy will be monitored by the BoM at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in October each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him/her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2019/2020.

Approval of the Patron

The enrolment policy will be published in such manner as the board, with the agreement of the patron considers appropriate.

Ratification

On receipt of approval from the Patron, the revised policy will be approved at a meeting of the BoM, signed by the Chairperson, dated and retained with the minutes of the particular meeting.

Ratified on: **11.10/18**

Signed: **P Carolan OMI**

Chairperson of the Board of Management