



## **ENROLMENT AND ADMISSIONS POLICY**

### **Introduction**

The Board of Management of Scoil Naomh Treasa hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Admissions to Schools Act 2018. The Board trusts that by so doing, parents will be assisted in relation to enrolment matters.

- School Name: Scoil Naomh Treasa, National School, Bellewstown, Co. Meath. Telephone No. (041) 9823629
- Denominational Character: Roman Catholic. Under the patronage of Most Rev. Thomas Deenihan, Bishop of Meath.
- Total Number of Teachers: (6) 4 Mainstream Teachers and 1 full time and 1 shared Special Education Teachers.
- Scoil Naomh Treasa National School is a mixed school, teaching classes from Junior Infants to 6<sup>th</sup> class.

As in the case of all National Schools, Scoil Naomh Treasa depends on the grants and teacher resources provided by the Department of Education & Skills and operates within the regulations laid down by the Department. The Board of Management wishes to emphasise that school policy must have regard to the resources and funding available.

Scoil Naomh Treasa follows the national 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.

### **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.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it
- 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

The Board of Management declares that, within the content and parameters of the Department regulations and programmes, the Rights of the Patron as set out in the Education Act, 1998, the school supports the following principles:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs;
- Equality of access and participation;
- Parental choice in relation to the school, having regard to the characteristic spirit of the school (Section 15 (d) of the Education Act, 1998);

## **Enrolment Criteria**

**The school will endeavour to ensure that a policy of respect for every child is operated and that no child is refused admission for reasons of: ethnicity, special education needs, disability, language, gender, traveller status, asylum seeker / refugee status, religious/political beliefs and values, family or social circumstances.**

- Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with School Policy.
- As a general principle, and in so far as practicable, having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available at the relevant class level.
- The Board shall have due regard for any relevant Department of Education and Skills guidelines in relation to class size or staffing provisions. Where any given class size has reached DES guideline numbers, the Board of Management reserves the right to refuse admission.
- The Board shall have due regard for any other relevant requirements concerning accommodation, physical space or the health and welfare of children.
- The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:
  - The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
  - In the opinion of the Board of Management, the student poses an unacceptable risk to the other students, to school staff or to school property

*The final decision on all of these matters is at the discretion of the Board of Management.*

### **Enrolment for Junior Infants:**

Parents who wish to enrol their child in junior infants or subsequent years in the school must complete an **Application for Enrolment form**, which is available through the school office and also to download from our school website. The majority of pupils who enter the school do so as Junior Infants in September of each year. Potential pupils are notified in various ways such as the school newsletter, parish bulletin and through the school website. This notification will detail the closing date, usually January 31<sup>st</sup>, unless

stated otherwise, for applications for enrolment for the following September. Late applications will be accepted, only if places are available.

Pupils who are offered places will be invited to come to the school along with their parents on a given date, in the May/June prior to starting school.

In the event that applications for enrolment exceed available spaces, applicant children will be enrolled strictly in accordance with the following criteria and in that order.

### **Criteria for the admission of Junior Infants**

**As a prerequisite for enrolment, only children who have reached the age of four years on or before 31<sup>st</sup> March prior to the September on which they are starting in Primary School for the first time will be considered for enrolment.**

In the event that applications for enrolment exceed or is expected to exceed the number of places available, the Board of Management will allocate places using the following criteria and in that order. If the number of applicants under category (1) outnumbers the places available, children will be prioritised and enrolled in order of age, beginning with the eldest. The same applies to the other categories should places then be available.

<b>Priority</b>	<b>Criterion</b>
1	Siblings of pupils currently enrolled in Scoil Naomh Treasa.
2	Children of staff members
3	Children within the catchment area of a 3km radius, are entitled to a place in the school if there are vacancies in the school after the above groups have been allocated places.
4	Children within catchment area of a 3km radius whose application for enrolment is received after the official closing date as set by the Board of Management each year are entitled to a place in the school if there are vacancies in the school after the above groups have been allocated places.
5	Children who apply to the school and not resident within the catchment area of a 3km radius, are entitled to a place in the school if there are vacancies in the school after the above groups have been allocated places.

In the event that, following the implementation of all the above criteria the school still has vacancies, the Board will allocate places for enrolment in Junior Infants beginning with those who have reached the age of 4 years on the 1<sup>st</sup> of April prior to the September on which they are starting Primary school for the first time and will continue to allocate available places in accordance with the respective ages on 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> April etc.

### **Pupils Enrolling in Senior Infants to 6<sup>th</sup> Class:**

- (a) Pupils may transfer to the school at any time, subject to school policy, available space, and in relevant cases with the approval of the Department of Education and Skills.
- (b) Pupils transferring from other schools will be asked to furnish us with an up to date school report and a transfer form from the school they are leaving. The Principal reserves the right to contact the other school in such cases if required. It is very important that the school are made aware of any issues or potential issues which may arise. The school should also be made aware of any matters relating to social, emotional and academic progress.

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.

### **Enrolment of Children with Special / Additional Needs:**

When a child with special /additional needs is being enrolled, the Board shall request a copy of the child's medical and/or psychological reports, subject to parental agreement. Where a report is not available, the Board shall request that the child be assessed immediately by the relevant agencies.

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 provided.

Following receipt of the report, the Board shall assess if the school could meet the needs specified in the report.

Where the Board deems that further resources are required, it shall apply to the Department of Education and Skills towards provision of necessary resources.

These resources may include, for example, access to or the provision of any or a combination of the following: Visiting Teaching Service, Special Education Needs Teachers, Resource Teacher for special needs, Language Support Teacher, Special Needs Assistants, specialised equipment or furniture, transport, or other services.

The school shall meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

A child with Special Education needs shall be educated in an inclusive environment with children who do not have the same needs unless the nature and degree of those needs is such that to do so would be inconsistent with (a) the best interests of the child or (b) the effective provision of education for children with whom the child is to be educated.

If the School or Board deem it necessary, a full case conference involving all parties shall be held, which may include parents, principal teacher, class teacher, special education teacher, resource teacher for special needs , relevant professionals or representatives from the Board of Management.

### **Pupils transferring to another school**

Should a child currently enrolled in Scoil Naomh Treasa, wish to transfer to another school, they must inform the school, in writing, of the new school details, including the school address and contact numbers, in accordance with TUSLA procedures.

### **Appealing a decision to refuse to enrol a pupil**

If a decision is communicated by a school Principal to a parent indicating that the school is unable to accept a pupil, that parent can request a copy of the enrolment policy and enquire as to what section/sections of the policy justify the refusal. If unhappy with the explanation the parent/Guardian can appeal the decision directly to the Board of Management. The Board of Management then considers the appeal and advises the parent of its decision.

A school in informing a parent of its decision should advise parents of the right to appeal to the Secretary General, Department of Education & Skills. This appeal must be made within 42 calendar days from the date the decision was notified to the parent. The appeal will be processed by the Appeals Administration Unit and the parents will be informed of its decision in due course.

The Board of Management will revise its enrolment policy annually and the criteria for admission may be amended in response to prevailing circumstances.

**This policy was reviewed and updated by the Board of Management on: 14/01/20**

Signed: <b>Fr John Conlon</b> Chairperson BOM	Signed: <b>Bernadette Mc Guinness</b> Principal
<b>Policy Reviewed:</b> January 2020	<b>Date of next review:</b> January 2021