



St. Nessian's National School,

Mungret,

Co. Limerick.

14409N

## Enrolment Policy

# **Enrolment Policy:**

## **SECTION 1: GENERAL INFORMATION**

### **Introduction**

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters.

The chairperson of the Board of Management of St Nessian's N.S. Mungret Co Limerick and the Principal teacher will be happy to clarify any further matters arising from the policy. You can contact the Principal at 061 229911. The Enrolment Policy was formulated by a committee made up of parents, teachers, and a member of the Board of Management. It was then ratified by the Board of Management at the end of April 2002 and updated in 2003 and 2009. Further amendments were made in March 2010 and in March 2013.

St Nessian's operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Science (DES) Circulars.

School Name: St Nessian's N.S.

School Roll Number: 14409N

School Address: Mungret, Co Limerick

Telephone No.: 061 229911

Denominational Character: Roman Catholic

Name of Patron: Bishop Brendan Leahy

Total No. of Teachers: 42

Range of Classes Taught: Junior Infants – Sixth Class

Gender Orientation of School: Mixed.

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 has regard to the resources and funding available.

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).

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

## **SECTION 2: ENROLMENT PROCEDURES**

### **Application Procedure**

Parents who wish to enrol their child(ren) in Junior Infants may do so by way of online application form only. Application forms are available on [www.stnessans.ie](http://www.stnessans.ie).

The closing date/time for completed enrolment applications for the following September shall be the first Monday in February of that year at 1p.m. The closing date for all other classes is the first Monday in June.

Notice of the closing date will be posted on the school website [www.stnessans.ie](http://www.stnessans.ie) and in the Limerick Leader newspaper. The completion and submission of an application form, however, does not confer an automatic right to a place in the school.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment. The school authorities will enter into correspondence only with the parents/guardians of applicants.

## **Decision Making**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The Board will have regard for relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board is bound by the Department of Education and Skill's *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in St Nessian's N.S. must have reached the age of 4 years by August 31st of the year they will commence school.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply. Places will be offered to the following categories of children.

1. Brothers and Sisters of children already enrolled in the school and children of the staff of St Nessian's N.S. who will have reached the age of four years on or before March 31st of the year of the proposed entry
2. Children of the Parish, Brothers and Sisters already enrolled in the school and the children of the staff of St. Nessian's N.S. who do not qualify under category 1 above
3. Children from outside the Parish.

Places will be offered initially to children in Category 1 in descending order of age (older children getting priority).

Following this procedure, if places are still available, places will be offered to children in Category 2 also in descending order of age.

If places are still available following this procedure, those places will be offered to children from outside the Parish in descending order of age.

All offers based on Criteria 1 and 2 above are provisional until proof of address and proof of the pupil's date of birth has been presented to the school. Offers made based on incorrect information relating to Criteria 1 and 2 above, given by the parents on the application form will be withdrawn.

### **Enrolment procedure**

An Enrolment Registration form, is part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. This completed form must be accompanied by the following:

1. Acceptance of Offer Form
2. Child's Birth Certificate
3. Proof of address of parent/guardian in the form of a utility bill or official correspondence.
4. If Catholic: Child's Baptismal Certificate.

Parents must also provide the following information on the Enrolment Registration form:

1. A declaration with regard to special educational needs.
2. The following details required by Primary Online Database must be provided. These include: Family details including mother's maiden name, PPSN, Child's Nationality, home language, year of arrival in Ireland (if applicable). Parents Religion, Ethnic/Cultural background. Parental Consent is required before Religion & Ethnic/Cultural background is shared with D.E.S.

The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.
- Health and Safety.
- No pupil may enrol in Junior Infants after September 30<sup>th</sup> if there is a maximum of 30 pupils in each of the Junior Infant classes. There will be an intake of three Junior Infant Classes, and three streams in all other classes.

### **Admission Day/Date**

The normal Admission Day will be on the first day of the new school year.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30th September.

### **Entry to Classes other than Junior Infants**

The closing date/time for all classes other than Junior Infants shall be the first Monday in June at 1pm. Parents will be informed in writing within 21 days of the closing date for receipt of applications if their child is being offered a place. All unsuccessful applications shall be placed on a waiting list in case a vacancy occurs in September.

Parents/Guardians must fill in the Application Form giving the reason for changing schools in writing. Attendance, behaviour and educational progress records as well as any record of special educational need will be sought from the former school (Section 20 Education Welfare Act). Such applications will only be considered for

admission on the first day of each new term unless the applicant is newly resident in the area.

Places will be allocated in accordance with the criteria stated above.

Before registration will proceed parents/guardians are required to provide the school with

- 1) Acceptance of Offer Form
- 2) Proof of Child's Date of Birth
- 3) Proof of address of parent/guardian
- 4) A declaration with regard to special educational needs.

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

On enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will 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 can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/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 services or other.

The school authorities in some cases may seek a meeting with the parents/guardians of the child and the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

### **Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space, maximum class size and the provision of information concerning attendance and the child's educational progress. Such applications will only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

### **Code of Behaviour**

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

All parents/guardians of pupils seeking enrolment in St. Nessian's NS are required to read and explain the Code of Behaviour to their child/ward.

All parents/guardians of pupils seeking enrolment in St. Nessian's NS are required to ensure that their child/ward wears the school uniform and has obtained the relevant school related materials as requested by the class teacher.

### **SECTION 3: APPEALS**

The Board of Management of St Nessian's N.S. in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the



grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Skills website at [www.education.ie](http://www.education.ie)

#### **SECTION 4: EXCEPTIONAL CASES**

The Board of Management of St Nessian's N.S. reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child 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, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

#### **SECTION 5: POLICY APPROVAL/RATIFICATION**

The policy was ratified by the Board of Management of St Nessian's N.S. on 22<sup>nd</sup> March 2010 and amended by the Board of Management in March 2013, March 2016 and September 25<sup>th</sup> 2017.

It will be reviewed again in June 2018.

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

