

Enrolment Admission Policy

SLIABH A'MHADRA NATIONAL SCHOOL

Section A. General Information

General Introduction

This enrolment policy is being 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 and the Principal Teacher, Mrs. Breda O' Dwyer, will be happy to clarify any further matters arising from the policy.

School Name:	S.N. Sliabh a' Mhadra
School Address:	Ballyduff, Co. Kerry
Telephone No.:	066 – 7131742
Email address	slmhadrans.ias@eircom.net
Denominational Character:	Catholic
Name of Patron:	Bishop Ray Browne
Total Number of Teachers in the School:	6 Class Teachers. One Learning Support/ One Resource Teacher and One shared Learning Support/ One shared Resource Teacher.
Range of Classes Taught:	Junior Infants to 6 th class, boys and girls mixed.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy is determined by the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Science, 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 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; and
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Section B. Enrolment Procedures

Application Procedure

The Board of Management informs the school community of the procedures for application through the parish newsletter in the second term.

Registration forms are available from the school and should be returned by the date specified.

Prospective parents are invited to an open evening where they are given information about the school, its practices and procedures. They will also be informed about various policies on Curriculum, Organisational and Management.

Parents who wish to enrol pupils in the school will be given an enrolment package which includes acceptance forms to sign. These forms should be returned by the due date given on the evening. All offers of enrolment are subject to acceptance of the school's Code of Behaviour, a copy of which is given to the parents/guardians at the meeting.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. *A specific enrolment application form will also be provided by the Board for this purpose. Such information may include:*

- *Pupil's name, age and address.*
- *Pupil's name in Irish.*
- *Names and addresses of pupil's parents/guardians;*
- *Contact telephone numbers;*
- *Email address.*
- *Occupation of Parents.*
- *Contact telephone numbers in case of emergency;*
- *Details of any medical conditions which the school should be aware of;*
- *Religion and a copy of the child's Baptismal Cert if baptised outside the parish.*
- *Previous schools/ pre-schools attended, if any, and reasons for transfer, if applicable.*
- *Details of any Diagnostic Tests.*
- *Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000)).*

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 receiving such information (to come in to being as per Education Welfare Act (2000)).* 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.

The Board will have regard for relevant Department of Education and Science 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 Science'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.

In the event that applications for enrolment exceeds / is expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria:

- *Children residing within the parish, priority eldest*
- *Children of staff members priority eldest*
- *Random selection, independently verified*

Should an application for enrolment be declined the applicant will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Admission Day/Date

As a general rule Junior Infants with the exception of students transferring from another school may only be admitted to the school prior to the 28th of September.

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 and/or psychological report (or a report from a Speech and Language Therapist, Play therapist, Occupational Therapist or other such professionals) or where such a report is not available, will request that the child be assessed. 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, 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 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 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. 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 or psychologist, as appropriate.

It may be necessary for the Board of Management to defer enrolment of a particular child pending:

- the receipt of an assessment report; and/or
- the provision of appropriate resources by the Department of Education and Science to meet the needs specified in the psychological and/or medical report.

Exceptional Cases

The Board of Management of Sliabh a' Mhadra 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:

The child has special needs such that, even with additional resources available from the Dept. of Education & Skills, the school cannot meet such needs and/or provide the student with an appropriate education, or in the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property. (see Appeals Procedure)

Appeals Procedure

- The Board of Management of Sliabh a' Mhadra 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.
- 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 Dept. of Education & 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 Dept. of Education & Skills website at www.education.ie

Pupils Transferring

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills. *It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools (as per Education Welfare Act (2000)).*

Code of Behaviour

A copy of the Code of Behaviour will be provided for the parents of each new pupil. The Board will also follow the guidelines issued by the N.E.W.B. - National Education Welfare Board.

Scoil Náisiúnta Sliabh a' Mhadra Registration FORM

Please complete the following as they appear on the Child's Birth Certificate

Child's Surname	
Child's Surname in Irish (if known)	
Child's Christian Name/s	
Date of Birth	
Father's Name	
Occupation	
Mother's Name	
Occupation	
Legal Guardian/s of Child	
Contact Numbers	
Home Telephone No.	
Mobile No.	
Email Add.	
Contact No. in case of Emergency	
(state name of person) if parents unavailable	
Family Address	
Name of previous school / pre-school (if attended)	
Medical History of child which school should be aware of.	
Religion	
Date of Baptism (If your child was baptised outside the parish please attach original copy of birth cert. This will be returned)	

Children with Special Education Needs

If you know that your child has special education needs please tick the relevant box below or supply additional information. This information will be used to ensure that where possible suitable arrangements will be put in place for your child.

<input type="checkbox"/>	Occupational Therapy	Report	<input type="checkbox"/>
<input type="checkbox"/>	Play Therapy	Report	<input type="checkbox"/>
<input type="checkbox"/>	Speech and Language	Report	<input type="checkbox"/>
<input type="checkbox"/>	Physiotherapy	Report	<input type="checkbox"/>
<input type="checkbox"/>	Psychological Assessment Undertaken	Report	<input type="checkbox"/>

Date of Assessment:

Additional Information: