

Kilnadeema National School

Enrolment/ Admission Policy

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, Mr. John Egan and the principal teacher, Gary Winters (school contact details below) will be happy to clarify any further matters arising from the policy.

School Name: Kilnadeema National School.

School Address: Kilnadeema, Loughrea, Co. Galway.

Eircode: H62DK53

Telephone No.: 091 842532

Denominational Character: Roman Catholic.

Name of Patron: Bishop John Kirby, Bishop of Clonfert.

Total Number of Teachers in the School: 3 classroom teachers, including a teaching Principal. One full-time Special Education Teacher (SET) and 1 Shared SET.

Range of Classes Taught: Kilnadeema National School is a mixed gender, multi-grade school. The full range of classes are taught at Kilnadeema National School from Junior Infants to Sixth Class.

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 context and parameters of Department regulations and programmes, the right 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 of diversity of values, beliefs, traditions, language and ways of life in society.

The school day

The school opens for school business at 9:30 a.m. All pupils are expected to be in class, ready to start lessons at 9:30a.m.

School ends for infants at 2.00p.m.

School ends for all other pupils at 3:10p.m.

Section B. Enrolment Procedures

Parents seeking to enrol their child(ren) in Kilnadeema National School are requested to return a completed Enrolment Application Form available from the school with an original Birth/Adoption Certificate and a Baptismal Certificate. The Baptismal Certificate is required if the child(ren) are baptised outside the parish of Kilnadeema.

Decision Making

The Board of Management in accordance with school policy makes decisions in relation to applications for enrolment. The Board will notify parents of their decision within 21 days of receiving such information. As a general principle and in so far as is practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available.

The Board is bound by the Department of Education and Skills' 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. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Kilnadeema N.S. also has a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstance, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a. Size of / available space in classrooms / health and welfare of children.
- b. Educational needs of children of a particular age
- c. Multi – grade classes
- d. Presence of children with special educational/ behavioural needs
- e. DES maximum class average directives

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the Board of Management being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment.

- a. Brothers and Sisters (including step-siblings, resident at same address) of children already enrolled-priority to oldest.
- b. Children living within the Parish-priority to oldest
- c. Children of current school staff-priority to oldest
- d. Children whose home address is closest to the school (as measured by a straight line on O.S. map)
- e. In the event of being unable to enrol a child (ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b c,) for the subsequent school year over other children on the class waiting list.

Registration/Admission Date

There is a Registration Day in February of each year.

Junior Infants may only be admitted to the school on the first day of the academic year. Other pupils are enrolled during the school year if newly resident in the area. Applications must include school reports.

Pupils Transferring

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

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 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, prior to enrolment, request the Department of Education and Skill 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 Skills to meet the needs specified in the psychological and / or medical report.

The Right to Refuse:

The Board of Management of Kilnadeema N.S. reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either

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 other students, to school staff or to school property.

The Right to Appeal:

Any parent whose child has been refused enrolment has the right to appeal under Section 29 of the Education Act, 1998.

Code of Behaviour and Discipline

Reading and signing our Code of Behaviour is a condition of enrolment. Children enrolled in our school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation and management. The Board of Management places Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age appropriate way in accordance with the Department of Education and Skills Rules for National Schools. This policy may be added to and revised from time to time.

Policy Review

This policy will be reviewed regularly in light of experience but at least every five years. Any staff members, board member, parent, guardian or student may request a review of this policy at any time and this will be dealt with as quickly as possible.

Signed: _____
Chairperson

Principal

Date: _____