



DERRYQUAY
NATIONAL SCHOOL

Enrolment Policy **DERRYQUAY NATIONAL SCHOOL**

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, PHIL LEEN AND THE PRINCIPAL TEACHER, SIOBHÁN UÍ DHÓNAILL WILL BE HAPPY TO CLARIFY ANY FURTHER MATTERS ARISING FROM THE POLICY.

Derryquay National School 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.

<i>School Name:</i>	Derryquay Mixed National School
<i>School Roll Number:</i>	15878H
<i>School Address:</i>	Derryquay, Tralee, Co. Kerry
<i>Telephone No.:</i>	(066) 7130269
<i>Denominational Character:</i>	Roman Catholic
<i>Name of Patron:</i>	Bishop of Kerry
<i>Total No. of Teachers:</i>	2
<i>Range of Classes Taught:</i>	Junior Infants to 6 th Class
<i>Gender Orientation of School:</i>	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 has regard to 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 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; and
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

SECTION 2: ENROLMENT PROCEDURES

Application Procedure

Notices announcing enrolment for Derryquay National School are placed on the school notice board, on the school website, in local playschools and in the Parish Newsletter.

Parents are invited to contact the school in person, by phone or email requesting an enrolment form. Parents are then informed of the school Open Day where they will complete a registration form for their children.

Infants:

The school enrolment form is the first step in the induction process. Parents provide all the relevant information necessary for the school to have appropriate child friendly induction procedures in place. The school issues the school's enrolment policy to all applicants at this stage

The school holds an 'Open Day' in June when all parents with infants who have satisfied the enrolment criteria visit the school and meet with both the infant teacher and their new classmates. Parents can become acquainted, while the new infants engage in free play with specially selected play equipment and games.

All Junior Infants will have to be enrolled before the 30th of September of the year they commence school except in exceptional circumstances.

New parents are furnished with the school's;

- Anti-Bullying Policy
 - Healthy Lunch Policy/Uniform Policy
 - Code of Behaviour
 - Health and Safety Policy
 - Child Protection Policy
 - Acceptable Use Policy
-
- Junior Infants are required to attend for a half day only (12.00 finish) for the first 2 weeks of the new school year. This greatly assists the smooth integration of infant pupils into the regular school system
 - Senior/middle classes are encouraged to show kindness and act as mentors to new infant children

New Pupils:

If space is available, new pupils will be accepted into classes other than junior infants satisfying all other enrolment criteria. The following simple procedures to aid inclusion are promoted by the school;

- Every class is encouraged to facilitate the integration of new children through kindness, inclusion etc

- Parents are required to furnish the school with copies of relevant documentation such as school reports from previous schools, psychological reports (if applicable) etc.
- Class appropriate standardised tests are administered if reports are unavailable
- Children are assigned to appropriate age-related classes
- All new children are made familiar with the rules of the school
- Every practicable effort is made to facilitate children who have special talents
- Language barriers are addressed through the provision of learning support and language support, if possible
- Home/school links are encouraged and lines of open communication with parents are put in place

Provision of Key Information by Parents/Guardians

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained from our website (it is also attached to this policy).

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. 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 enroll.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

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 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. Children applying to enroll in Derryquay 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.

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Random selection (independently verified).*

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and 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.

Admission Day/Date

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

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 is to assist the school in establishing the educational and training needs of the child 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, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with 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 Science.

Pupils Transferring

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will normally 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 school policies, in particular, the School's Code of Behaviour, a copy of which is appended to this policy.

SECTION 3: APPEALS

The Board of Management of Derryquay National School 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 Science. It should be noted that such an appeal must be lodged within 42 days of the school's 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

SECTION 4: EXCEPTIONAL CASES

The Board of Management of Derryquay National School 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 Science, 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 Derryquay N.S. on

Signed: _____ Chairperson, Board of Management

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

Review:

This policy will be reviewed in September 2017 or before if the need arises



Official
Stamp

APPENDIX 1

Enrolment Application Form Derryquay National School

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Name and class of Sibling(s) currently enrolled:

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email.

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email.

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed enrolment applications must be returned to **Derryquay National School**, Derryquay, Tralee, Co. Kerry

APPENDIX 2

APPLICATION FOR ADMISSION OF NEW PUPILS YEAR 2015-2016

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. This information will be used to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. The database will hold data on all primary school pupils. The database will also contain, **on an optional basis**, information on the pupil's religion and on their ethnic or cultural background. The data required for POD is marked with an **asterisk *** and will only be uploaded to POD **if your child is enrolled**. All other data we need for the efficient running of the school. **In order to assist with the gathering of data please complete the form in CAPITAL LETTERS and return to the school. This form will be retained by the school.**

* Pupil First Name: _____ *Pupil Surname: _____

* Birth Cert First Name (if different from above) _____ * Birth Cert Surname (if different from above) _____

* Pupil Address: _____

* Date of Birth: _____ *PPSN _____ * Gender Male [] Female []

* Mother's maiden name _____ * County _____ *Nationality _____

*Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English Yes [] No []

* Religion _____

Do you consent to uploading data relating to religion to POD Yes [] No []

* To which ethnic or cultural background group does your child belong (please tick one)?

White Irish [] Irish Traveller [] Roma [] Black African []

Any other White Background [] Any other Black Background [] Chinese [] Any other

Asian background [] Other (inc. mixed background) []

Do you consent to uploading data relating to ethnicity to POD Yes [] No []

The following information is required for the efficient running of the school and will not be uploaded to POD

E-mail: _____

Previous school/pre-school attended: _____

Mother's Name: _____

Telephone No. _____

Father's Name: _____

Telephone No: _____

I do /do not give permission for my child to receive additional help from Learning Support in school. (Parents will be notified should it be recommended that their child would benefit from L.S)

Medical History (including any relevant reports/ assessments) :

Allergies: _____

Medication: _____

Doctor Name & Phone Number: _____

If Parent(s)/Guardian(s) not available, please contact: _____

Please make the school aware as early as possible of any family situation such as bereavement, or separation that could impact on your child, so that we can be as supportive as possible.

Please answer YES or NO to the following (*please circle as appropriate*):

- Our child is allowed to take part in the relationships & Sexuality Education (RSE) Programme:
YES : NO
- Our child can be taken to hospital in case of emergency if we cannot be contacted: YES : NO
- Inclusion of our child's photographs on our school website: YES : NO
- Inclusion of our child's photographs in a local/national newspaper: YES : NO
- The Information may be shared with other agencies e.g. H.S.E, who require it: YES : NO
- Our child's uniform being changed by adult member of staff in the presence of another adult in case of illness or toilet accident: YES : NO
- We agree to support the school Code of Discipline and agree to co-operate with and support the rules and policies of the school.

Signature Parent/Guardian 1:

Signature Parent/Guardian 2:

Date: ___/___/___

Please ensure that a photocopy of the child's BIRTH CERTIFICATE and a photocopy of the BAPTISMAL CERTIFICATE (where applicable) are returned along with the Application Form.

