



*Shountrade National School*

*Adare, Co. Limerick.*

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# ENROLMENT POLICY

## INTRODUCTION

The Board of Management of SHOUNTRADE NATIONAL SCHOOL hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Mr. Tom Maher or the Principal Teacher, Mrs. Elaine Lyons, Shountrade National School, Adare will be happy to clarify any matters arising from this policy.

Shountrade 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 Skills (DES) Circulars.

## SECTION 1: GENERAL SCHOOL INFORMATION

Shountrade National School	Shountrade National School
School Roll No.	17068F
School Address	Adare, Co. Limerick
Telephone No.	061 396 765
Denominational Character	Catholic Ethos
Name of Patron	Bishop Brendan Leahy, Bishop of Limerick
Total No. of Teachers	7
Range of Classes Taught	Junior Infants – 6 <sup>th</sup> Class
Gender Orientation of School	Co-Educational

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. The school Policy has regard to the resources and funding available.

The school follows the curricular programmes by the DES, 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 needs;
- 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.

Class starts at 9.00 a.m. and finishes at 2:40p.m. Infant Classes finish at 1.40 p.m.

## SECTION 2: ENROLMENT PROCEDURES

### APPLICATION FOR IMMEDIATE ADMISSION IN THE CURRENT SCHOOL YEAR

- Application forms are available from the school.

## JUNIOR INFANT ENROLMENT PROCEDURE

Enrolments for Junior Infants usually take place January/February of the previous school year. The specific dates will be announced at local Masses.

An advert for enrolment may be placed in local newspapers.

Posters advertising enrolment will appear in local, public places and in local Playschools.

Interested parents may make an appointment to visit the school or request an application form by phone.

The application process is initiated on receipt by the school of a completed application form.

This form must be signed and dated by one or both parents or guardians.

## PROVISION OF KEY INFORMATION BY PARENTS/GUARDIANS

- Forms can be obtained on application to the school, in person or by accessing the Website. Information will be distributed through siblings, local playgroups, preschools and by church announcements. The school application form is provided accompanied by a copy of the School Prospectus including the School Code of Discipline.
- As a general principle and in so far as practicable, having regard to enrolment criteria, children will be enrolled on application.
- The completed application form must be returned to the school by the Easter holidays.
- 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 BOM 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 DES 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 DES Rules of 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 SNS must have reached the age of 4 years by August 31<sup>st</sup> 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.

- Children whose siblings have or are presently attending Shountrade N.S., including step-siblings resident at the same address, will have priority.
- Children of staff members, priority eldest.
- Children who reside in the parish, priority eldest.
- Children whose parents attended Shountrade N.S.

- Children living in neighbouring parishes, parts of which historically have formed the natural catchment area of Shountrade National School, priority eldest.
- Children of families who move into the school catchment area during the school year. These children may enrol at any time during the year when they move house pending space being available in the given class.
- Junior infants may be admitted to the school up to the last day of September of the new school year .No pupil under the age of four on the 30th September may be enrolled in Shountrade N.S.
- In the event of an infant waiting list being established, priority will be given to the oldest children.
- All parents / guardians of pupils seeking enrolment in Shountrade N.S. are required to encourage their child to wear the school uniform and to obtain the relevant materials as requested by the class teacher.
- Parents/ Guardians seeking to enrol a child in Shountrade N.S. who is over the age of six and who has not previously attended school will be required to account for education received to date by the child and they will have to consent to the child being assessed by a learning support teacher.

The BOM 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 education/behavioural needs.
- Health and Safety.

### INDUCTION DAY/ADMISSION DAY

Junior Infants, with the exception of students transferring from another school, will be invited for an induction morning in mid-June.

The official admission day for Junior Infants and all students is the first day after the summer holidays.

(Pupils transferring from another school, see relevant paragraph)

### Enrolment of children with special needs.

- \* Parents/ Guardians who wish to enrol a child with special needs will be asked to furnish medical and/or psychological reports to the Board of Management. When such reports are not available an immediate assessment will be requested.
- \* These assessments and reports are required 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 required.
- \* Following receipt of reports, 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 SENO provide the resources required to meet the needs of the child as outlined in the psychological or medical report.

- \* The resources may include access or provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, special 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. If necessary, a full – case conference involving all parties will be held, which include parents, principal, class teacher, learning support teacher resource teacher for special needs 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 DES.

### PUPILS TRANSFERRING

- Applications for enrolment during the school year will be considered subject to school policy.
- Pupils who are transferring to Shountrade N.S. from another school will require a school attendance transfer form stating the class which the child was enrolled in together with details of attendance and educational progress. This form should be given to the Principal of Shountrade N.S. prior to the child being enrolled in accordance with the Educational Welfare Act 2000.
- Parents/ Guardians who wish to transfer children from another school to Shountrade N.S. without moving house may only do so on the first day of each quarter of the first working day after same, i.e. 1st September, 1st October, 1st January or 1st April.

### 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.

### SECTION 3: APPEALS

The Board of Management of Shountrade 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 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 Shountrade 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 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 Shountrade National School 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.

