

Aghabullogue National School



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Enrolment and Admissions Policy

Introduction:

In introducing its enrolment/admission policy the Board of Management of Aghabullogue National School is setting out its policy in accordance with the provisions of the Education Act 1998, The Department of Education "Rules for National Schools" and the Education (Admissions to Schools) Act 2018.

The Board trusts that by doing so, parents will be assisted in relation to enrolment matters and that furthermore, the Chairperson of the board of Management and the Principal Teacher will be happy to clarify any matters arising from this policy.

Name of School: Scoil Náisiúnta Achadh Bolg
Address: Aghabullogue, Co Cork
Telephone No: 021 7334727
Email: aghabulloguens.ias@eircom.net
Denomination: Catholic
Patron: Bishop of Cloyne
Range of classes taught: Full range (mixed)

The school depends on the grants and teacher resources provided by the DES and it operates within the regulations laid down from time to time by the Department. Accordingly, the school policy must have regard to the resources and funding available. The school follows the curricular programmes prescribed by the DES, 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, and funding and resources available, the school supports the principles of:

- a) Inclusiveness, particularly with reference to the enrolment of children with disability or other specific educational need.
- b) Equality of access and participation in the school.
- c) Respect for the diversity of values, beliefs, traditions, languages, and ways of life in society.

Opening hours of the school:

9.20am: School opens for reception of pupils
2.00pm: Junior & Senior Infants go home
3.00pm: All other pupils go home

The procedures for enrolment

1. Provision of key information by parents:

A specific standardised enrolment application form will be provided by the Board for this purpose and a PPS number and Birth Certificate must be provided for a completed application. For enrolment to the ASD class documents must be provided that confirm eligibility for a placement. Once this process has been completed the applicant secures a place on the list of applicants wishing to enrol.

2. Communication

The school will communicate generally with the school community through written notes/letters to parents, parish Mass bulletin, and/or other appropriate media as seen relevant by the school in the month of January of the enrolment year with a view to having the enrolment finalised by the end of March to assist with planning and applying for SEN resources.

3. Decision Making

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 there is space available. In the event that applications for enrolment exceed or are expected to exceed the number of spaces available, the BOM shall have regard for any relevant DES guidelines in relation to class size or staffing provisions and/or any such relevant requirements concerning accommodation such as physical space or the health and welfare of the children. In such circumstances, the criteria for decision making are outlined below and the BOM shall exercise its discretion in the application of the criteria. A lottery will be used when the criteria below cannot separate eligible candidates in being offered a place.

CRITERIA FOR MAINSTREAM

- a) Whether there are siblings of the proposed new entrant already in the school
- b) Pupils from within the Parish
- c) Pupils from outside the Parish

CRITERIA FOR ASD CLASS

- a) Pupil already in Mainstream class in the school
- b) Whether there are siblings of the proposed new entrant already in the school
- c) Pupils from within the Parish
- d) Pupils from outside the Parish

4. Admission Date

Children who have reached their fourth birthday may be enrolled from the first day in September up to and including the 30th September. Those children due to be enrolled in Junior Infants in September will be afforded the opportunity of coming to the school for an induction morning(s) before the summer holidays.

5. Enrolment of children with special needs

In relation to applications for the enrolment of children with special needs, it is open to the BOM to request a copy of the child's and/or psychological report, or where such a report is not available, to request that the child be assessed immediately.

The purpose of the assessment report is to assist the school establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

- a) Following receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further services are required, it should, prior to enrolment, request the DES to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.

6. Enrolment into ASD Class

The maximum class size is six pupils. On the date each year that the enrolment for the ASD class is being finalised, if the number of eligible children on the list of applicants to enrol exceeds the number of places available, the criteria outlined above will apply

Unsuccessful candidates, or candidates who apply after the class has been filled will be placed on a waiting list.

If a space in the class becomes available at any time, places will be allocated from the pupils on waiting list being prioritised as per the enrolment criteria.

The school will meet with the parents of the child to discuss the child's needs. If 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, SENO or psychologist as appropriate.

6. 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 DES.

Conditions of Enrolment:

By enrolling a child in Aghabullogue N.S. the parents consent to the enforcement of all school policies, in particular the Code of Behaviour.

It is also the responsibility of the parent to update the school with any change of circumstances, contact details or needs of the child.

The following consents are also taken to be agreed upon but can be revoked by submitting a letter in writing to the Board of Management:

- Consent to store data in school, on the Aladdin Computer system and the Department of Education POD system in accordance with the need for the information as outlined in the school's GDPR policy

- Consent to photographs being taken of the child and placed on noticeboards, the school web-site or other publications.
- Consent to the Administration of Medicine Policy

Policy Updated: ____24th January 2019____

Chairperson _____

Principal_____