

St Clare's Primary School

Enrolment Policy

The Board of Management of St. Clare's Primary School, hereby details the enrolment policy pertaining in the school as of 30 September 2015, revising the 2009 policy. This is in accordance with provisions of the Education Act 1998.

This policy has been reviewed throughout 2014 and 2015 in consultation with staff, Parents Association and Board Members following a need for consideration of existing practice due to the following factors.

1. School infrastructure i.e. School yards, car parking, school hall and support rooms nearing maximum capacity in terms of space.
2. Desire for legal compliance, compliance with D.E.S. circulars and the recommendations of our last school inspection report and requirement to comply with Health and safety legislation 2005.
3. Availability of alternative schools in close proximity to the parish/ town in Manorhamilton (i.e. Gaelscoil, Mastersons, Largy, Rossinver, Leckaun, Diffreen and Glenfarne)

All Parents wishing to enrol their child in the school will be assisted in relation to enrolment matters by the chairperson of the Board of Management, Mr. Kieran Ryan (071 98 55034) or the principal teacher, Mr. John Conlon (071-9855703) who will clarify any matters relating to the school policy

Denominational Character: The school has a Catholic Ethos and pupils of all religions and none are welcomed.

Name of Patron: Bishop Leo O'Reilly, RC Bishop of Kilmore Diocese

Staff in the School 2015 /2016 school year include the Principal, 8 classroom teachers, 3 support teachers , one shared with Largy P.S. , 3 SNA's and a part time secretary, caretaker and cleaner .

Enrolment Policy

Our school will accept enrolments subject to the conditions and procedures as outlined in this policy. These are subject to periodical review. The next formal review date will be January 2018. As a general principle and subject to

compliance therewith and in so far as practicable having regard to the school's enrolment policy, all children in the catchment area will be enrolled on completion of the application process, provided that there is space and sufficient staff available to cater for their needs effectively and those of existing pupils and staff.

General Conditions of Enrolment

1. Parents/guardians seeking to enrol their child(ren) in St. Clare's P.S are requested to return a completed Enrolment Request Form (Appendix 1 Form A). If the request is eligible (under the conditions as stated in this policy) to be considered positively the guardians will be requested to complete a detailed school enrolment form (Appendix 2 Form B) with an original Birth/Adoption Certificate to be submitted to the school by 1 March prior to the September in the year of intended enrolment.
2. New Infants must be at least 4 years of age on or before the first day of the new school year of the year of enrolment. Newly enrolling junior infants will only be accepted at the beginning of the school year. (Pupils are normally allocated class according to their age)
3. Parents will be required to provide detailed and comprehensive information in relation to educational achievement, behaviour, special needs and attendance if transferring from another school at any time before enrolment will be considered.
4. Only the names of children with
 - i. fully completed Enrolment Application forms , Birth/Adoption Certificates, baptismal certificates (if Catholic),
 - ii. school transfer forms , code of behaviour acceptance forms and other requested information returned to the school office
 - iii. forms dated and receipted by the school office,are eligible be placed on a class waiting list in the order agreed by the B.O.M.
5. Decision to enrol or refuse enrolment may only be made following a meeting of the B.O.M. The principal may not accept or refuse an enrolment without consultation with the Board.
6. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission on any of the 9 grounds as laid out in legislation (Equality Acts 1998/2004). All those who

enrol their children must agree to support this policy of equality in the school.

7. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Clare's P.S. is extremely conscious to respect and protect the rights of the existing school community and in particular, the children already enrolled and also the staff and the parents of enrolled pupils.
8. The B.O.M. in determining the enrolment application will make a balanced judgement, in accordance with the terms of this policy which is guided by the principles of natural justice and acting in the best interests of all. The school will be mindful in particular of the requirements in terms of Health and Safety of existing school pupils and staff.
9. Assisting the school in such circumstances, the B.O.M. reserves the right to determine the number of children in each of our 8 classrooms bearing in mind:
 - a. Size of/available space in the classroom.
 - b. Educational needs of our pupils especially the needs of children with special educational/behavioural needs.
 - c. Multi-grade classes.
 - d. D.E.S. circular in relation to maximum class size currently a maximum average of 29 children. (Reference Staffing Circular 09 and Inspectors Whole School Report recommendation May 2004)
10. Children are normally allocated class according to age.
 - i. In mixed class situations older children in class groups go to the higher class and younger children go to the lower class.
 - ii. In certain circumstances this will be altered in order to create a more educationally suitable grouping and/or to take account of children with specific needs. This will be a consultative process involving the principal and parents/guardians but reserving the right of the principal to make a final determination in this regard
 - iii. The decision of the principal teacher will be final in matters relating to placement of a child in an appropriate class taking educational requirements and health and safety into account. (Refer: Class Allocation/Division Policy, Health and Safety Policy).
11. 29 pupils are enrolled in a class. Other requests are placed on a class waiting list.

12. In the event of the number of children seeking enrolment in any given class/standard exceeds the number of places available (29) the criteria below will be used to prioritise children for enrolment.

- i. In exceptional circumstances one space is reserved but no class will be allowed to exceed 30 pupils under any circumstances. Exceptional circumstances are those circumstances which the Board in its absolute discretion deems appropriate in considering all relevant facts in each individual case, and only apply on a case by case basis and not as a matter of precedent.
- ii. Classes may be mixed grade and where space exists in an alternative classroom this may be offered to a parent /guardian requesting enrolment (e.g. A pupil requesting enrolment in 3rd class which already has 29 pupils may be offered a place in 2nd class which has 28 pupils).

Criteria used in decision making by the B.O.M. in relation to enrolment are, in the following order:

- 1) Health, welfare and needs of all enrolled pupils and the capability of the school board to provide a safe environment and provide appropriately for all health and welfare needs of an enrolling child .
- 2) Physical space in relation to class size, staffing provision and accommodation, i.e., the size of the room in relation to the number of pupils enrolled.

Order

1. Catholic children resident within the boundary of the parish and within the schools catchment area.
2. New children arriving to live in the school catchment area will be facilitated within the limits stated above and depending on the needs of the child.
3. Children applying for places who have siblings already in the school will be facilitated within the limits stated above and depending on the needs of the child.
4. Children of staff working in the school and applying for places will be facilitated keeping within the limits stated above and depending on the needs of the child

5. Non-Catholic children resident within the boundary of the parish.
6. All other applicants.

NOTES: Relating to new junior infant classes.

- 1) 29 Junior Infants will be allocated a class place following the close of enrolment request date (1 March).
- 2) If there are more than 29 Junior Infants with a request at this stage then additional spaces may be made available by creating a mixed Junior/Senior Infant class.
- 3) The oldest children will be given priority if enrolment requests exceed our capacity. In the case of mixed Infant classes the older children will be placed with the senior Infant group.
- 4) Late enrolments (After 1 March) will be placed on class waiting lists.

All other children will be placed on a waiting list subject to the B.O.M. decision in order of date of receipt of **a valid and complete application.**

Valid and Complete applications include

1. Form A duly completed
2. Form B .This must be signed by all legal parents/guardians. If only one legal guardian exists then this must be stated in writing. Pupils will not be enrolled without the full knowledge of those with legal guardianship.
3. Addresses of all legal parents/guardians.
4. Full Birth Certificate.
5. Baptismal Certificate (If Catholic).
6. Medical/psychological reports/speech and language reports etc....

Enrolment forms are dated/signed only when deemed received in the school office with appropriate documentation included. These must be signed and date stamped on receipt by the Principal or Acting Principal. Only fully completed enrolment forms with appropriate documentation included, together with any additional informational documentation sought by the principal will constitute a valid and complete application

Children will not normally be enrolled throughout the school year except in the case of children newly resident in the catchment area according to the conditions outlined above. Enrolment from other schools in the parish are not normally accepted during the school year.

There is a registration period in January/February of each year. Advertisement for enrolment will be done on at least 2 occasions in January and February using Local papers (Sligo Champion and the Leitrim Observer) community notes, school notes, parish newsletters, School Notes and school website Blog.

Closing date for new enrolment applications will be 1 March.

Requests will be considered and parents notified of B.O.M. decision by 21 March.

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, and the criteria as outlined in this enrolment policy and local agreement with other schools.

Children transferring from another school in the state or the European Union throughout the school year must have a School Transfer Form completed by the previous school and must provide all requested information in order to constitute a valid and complete application before enrolment is considered. When such requests are received the school from which the pupil is transferring will be contacted to inform them that an enrolment request has been made. All such requests not received prior to the 1 March closing date for applications the following September must be approved by the B.O.M. individually to ascertain the impact of the enrolment on the existing pupils in the school.

In the cases of school transfer the principal must take a fully completed application request to the B.O.M. following clarification of the circumstances of transfer and consultation with previous school principal. In conjunction with the schools I.S.M.T. the principal must make a professional judgement regarding any impact on the existing pupils, staff and parents, relating to the enrolment and report fully to the B.O.M before the enrolment can be considered.

There is an Annual Open Day/evening for new pupils and parents held in May. All new parents are as a condition of enrolment required to attend or make an alternative appointment with the school principal if they cannot attend on the date specified.

New Junior Infants must spend one informal period in school in May / June to familiarise themselves with their new environment, to make parents aware of transition issues and to allow school staff to assess their school readiness. The Deputy Principal and Junior Infant teacher will visit the feeder playschools to meet the children in order to ease the transition process and to facilitate a smooth transfer from playschool.

In relation to applications for the enrolment of children with special needs the Principal/Board of Management will request copies of the child's medical, psychiatric and/or psychological report from the parents /guardians. 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 Special Education Needs Organiser (N.C.S.E see circular 01/05) to make available the resources required to meet the needs of the child as outlined in the psychological and/or medical report. The school will meet with the parents of the child and with the S.E.N.O. 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 Organisers (H.S.E. and D.E.S) any relevant outside professionals (e.g. Social Workers , O.T., psychologist, Speech Therapist etc...as appropriate.)

Parents who wish to enrol their children in St. Clare's Primary School are required to be clear on the manner of educational provision, Catholic ethos, and requirement to comply with our policy decisions and sign specific consent forms prior to proceeding with enrolment. This will be facilitated by the principal or deputy principal. Where parents guardians are not satisfied with our level of educational provision they are advised to consider other schools in the area which may specifically cater for their needs and their wishes for the education of their children.

The School Board reserves the right to defer enrolment of a pupil when/if the board have been made aware of and have carefully considered written concerns by a member of the school community regarding the health and safety of either the enrolling pupil or the existing pupils in the school. The Board of Management will be mindful of its duty of care in this regard with reference to Health and Safety legislation 2005. The Board will defer enrolment pending clarification from parents/guardians, outside agencies or relevant professionals (e.g. Gardaí, medical, psychiatry, psychology, NEWB or social services) that no immediate or serious risk to the health and safety of our existing pupils staff or the enrolling pupil is likely to result from the enrolment.

The Board may defer enrolment if it is made aware that the parents/guardians have not fully disclosed relevant details or have been misleading in relation

to address, legal guardianship, and relevant educational, behavioural and/or medical needs relating to the enrolling pupil.

Children enrolled in our school and their parents / guardians 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. These policies will change and evolve as amendments take account of the schools development.

The B.O.M. 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's rules for National Schools a child may be suspended. All prospective parents / guardians will be given a copy of the school's enrolment policy and Code of Behaviour and will be requested to signify agreement to comply fully with these and other policies as determined by the board before enrolment proceeds.

The Enrolment Process

January and February-

Advertisements on local media Community school and Parish Newsletters.

Send our Request Forms A and B to existing parents and deliver the forms to the local playschools

Closing Date 1 March for all enrolment applications. Applications collated and Provisional Class lists prepared.

10 – 21 March - A Board Meeting will be held to consider offers of placement in class.

Information regarding placement offer or position on class waiting list will be sent to all parents.

1 May to 1 June - Open day for new infants/parents and/or information night for all parents enrolling children.

1 April to 1 September - Waiting list (if one applies) established in order of priority as per outlined criteria. Offers of place will be made as they arise by phone/letter.

Written appeals will be considered from those who are refused enrolment. All refusals will be informed in relation to their rights under section 29 (Education Act) by the Principal/Chairperson.

1 to 21 June – Provisional class allocations confirmed and presented to B.O.M in the July/August Meeting. Finalisation of class / teacher allocations.

30 September – End of Enrolment process. Return of application forms and collected data to those on waiting list.

Data Protection

Certain information will be required as part of the enrolment process.

The Board provides specific enrolment request and application forms for this purpose. Such information will include:

Form A

Please Note Completion of this form does not imply that the enrolment will be accepted by the school B.O.M. or proceeded with by the parent/guardian.

General Information will be required in relation to

- Pupil's name, age and current address.
- Names and addresses of all the pupil's parents or legal guardians
- Siblings already in the school
- Contact telephone numbers.
- Religion. Baptismal cert where applicable, if Catholic.
- Information in relation to schooling including preschools or previously attended primary schools.

If enrolment is not proceeded with by the parent / guardian this form will be returned to the parents / guardians or shredded.

Form B

Confidential Information required following the Parents wish to proceed with an enrolment application.

- Details of any medical conditions which the school should be aware of.
- Medicinal Requirements.
- P.P.S. Number

- Details of any special educational needs which the child may have and relevant reports.
- School Transfer Form where applicable.
- All relevant educational information regarding literacy, numeracy, attendance etc...
- Details of all parents/legal guardians of the child, existing barring orders etc.
- Signed agreement from **all parents/legal guardians** stating agreement to support school policy in a number of key areas. Examples are Code of Behaviour, attendance, relationships and sexuality education, and stay safe programme. (These may vary slightly from year to year)
- Birth Cert/ Passport: A copy will be retained in the school.

NOTE:

All parents/legal guardians must sign enrolment forms to signify agreement of all to the enrolment terms and conditions. Where a signature is not possible due to distance /exceptional circumstances then recorded oral consent by phone in conjunction with an email will be accepted to allow an enrolment to proceed.

Agreement regarding provision for Religious instruction time if non Catholic.

Data and Data Protection Concerns

Data on Form A of the enrolment form will be used by the principal, I.S.M.T. and B.O.M. for school purposes only and will not be disclosed to other agencies.

Data on Form B will be regarded as confidential and will not be used or disclosed to anyone other than those with a professional need to know. The list below is an indication of how information is shared.

Data held by the school will be shared as appropriate with the following bodies

- 1. The Catholic Church Representatives will have access to contact details in relation to those who are Catholic.**
- 2. The H.S.E. will have access to contact details in relation to school health vaccination and dental programmes or other as they arise in relation to public health.**
- 3. The D.E.S. will have access to all school pupil records visa the Pupil Online Database System.**

- 4. All pupil information will be available to the relevant class teacher and L.S.R.T. teacher's on a need to know basis.**

Decision Making

Once an application is completed and returned to the school office with all relevant attachments and signatures the application will be date stamped and signed by the Principal or Deputy Principal. It will only be deemed to be a valid and complete application when all forms, ancillary documents and requested information have been furnished to the Principal. It will then be put onto a class list or waiting list in the order as specified in this policy.

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 a validated complete application with all required information and signatures.

Communication

All prospective parents/guardians will be kept informed via the school 'Text-a-parent' service, Blog Website or with relevant policy statements as determined annually by the B.O.M.

Once relevant policies have been read parents/legal guardians will be requested to sign an acceptance of school policy form. Only then will enrolment be proceeded with and a class allocation made.

All parents/legal guardians of the pupil must be disclosed and all must sign the Enrolment Acceptance Form.

Review Procedures

This policy may be added to and revised from time to time on request from a school partnership body (e.g. staff , Parents Association or board members) and will be reviewed annually by the BOM at the first meeting in the calendar year or earlier .

The review will be carried out by the Board.

The working of this policy will be monitored by the principal and I.S.M.T.

This policy was distributed in draft form to the education partners, the staff, the parents and the Board members. Discussion was facilitated through specific meetings of the P.A., the B.O.M. and the school staff.

Written amendments were requested and welcomed from all. The Board amended the policy and consulted again in relation to the amended copy before final adoption on 30 September 2015.

This Policy was agreed following amendment and consideration by the Board of Management of St. Clare's P.S. on 30 September 2015.

Date _____

Signed: _____ Kieran Ryan _____.

(Chairperson B.O.M.)

Appendices

Appendix 1 [Form A](#)

Appendix 2 [Form B](#)

Appendix 3 Code of Behaviour Acknowledgement

Appendix 4 List of Acronyms Used

Appendix 3

St Clare's Primary School
Manorhamilton,
Co. Leitrim.
'Education is for Life'

Phone 0719855703
stclaresschool@eircom.net
www.stclaresprimary.scoilnet.ie

Code of Behaviour Support Agreement

Please return to the school to confirm enrolment.

_____ & _____

are/am the legal Guardian (s) of _____ who we/I wish to enrol in St Clare's Primary School.

We/I have read the School Policy Statements.

We/I accept the conditions of enrolment stated within.

We/I agree to support the Board by co-operating with agreed School Policies

Signed: _____

Date: _____

N.B: Please note that all parents/legal guardians of each pupil must sign the above form before returning it to the school

Appendix 4

SNA	Special Needs Assistant
LSRT	Learning Support/Resource Teacher
DES	Department of Education and Skills
SENO	Special Educational Needs Organiser
ISMT	In School Management Team
NEWB	National Education Welfare Board
HSE	Health Service Executive