



ST. BRIGID'S NATIONAL SCHOOL KILLYGARRY



ENROLMENT POLICY

Application for enrolment to Junior Infant classes usually takes place in the month of February with parents/guardians making an application for their child in the school.

General Introduction & Rationale

The enrolment policy of St. Brigid's National School 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, Mr. Fergal Mc Manus, and the School Principal, Ms. Serena Prior, St. Brigid's National School, Killygarry, Co. Cavan (Tel: 049-4362144) will be happy to clarify any further matters arising from this policy. This policy was formed by the Board of Management and is reviewed on an annual basis.

Name of School: St. Brigid's National School

Address: Killygarry,
Co. Cavan.

Principal: Serena Prior

Telephone Number: 049-4362144

Email: killygarryns.ias@eircom.net

School Ethos

St. Brigid's National School is a co-educational Catholic National School under the patronage of Dr. Leo O'Reilly, Bishop of Kilmore. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life in line with our school's mission statement.

School Structure

There are 8 mainstream teachers and an administrative principal, two full-time Special Education Teachers and one shared Special Education Teacher in St. Brigid's National School, Killygarry. The school caters for boys and girls from approximately age 4 years to 12 years in classes from Junior Infants to Sixth Class.

Department of Education

The school depends on grants and teacher resources provided by the Department of Education and Science and operates within the rules and regulations laid down from time to time by the Department of Education and Science. This enrolment policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. St. Brigid's National School follows the curricular programmes laid down 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). The subjects taught in the school include English, Gaeilge, Mathematics, History, Geography, Science, Music, Drama, Visual Arts, Physical Education, Social, Personal and Health Education and Religious Education. Religious Education is taught throughout the school using the Grow in Love and Alive-O Programmes.

Within the context and parameters of Department of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of St. Brigid's National 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 the diversity of values, beliefs, traditions, languages and ways of life in society.

Procedures

Pupils will, as a rule, only be admitted to the Junior Infant class on the 1st of September or end of August according to the school calendar on year of admittance. All pupils must be aged 4 years prior to the 1st of August in year of enrolment. Any child who has not reached his/her fourth birthday cannot be enrolled at any time.

The Board of Management will only accept applicant children who are at least four years of age on or before the 1st of August of the school commencement year.

The Board of Management will provide for enrolment for classes further up the school at any time and the same rules and procedures as listed below will apply.

School Times

The school opens at 9:00a.m. The infants go home at 1:40p.m. and the remaining pupils go home at 2:40p.m. The junior infants will go home at 12:30p.m. for the first two weeks in September.

Application Procedure

The enrolment process is by way of written application only. An application form can be requested by contacting the school between 9:00a.m. and 3:00p.m. during the first or second term i.e. September to February 20th and must be returned by 20th of February 2019 @ 12pm. Each application form must be accompanied by two original (not photocopied or amended) recent utility bills (dated within 3 months of 20/02/19 and the child's birth certificate. An application form can also be downloaded from the school website on www.killygarryns.ie. Details regarding enrolment will be found in the local paper, the Anglo Celt, at the beginning of February. The parish enrolment will normally take place during the second week of February each year.

The following information will be supplied on the enrolment form by the parents:-

- Pupil's name, date of birth and current address. A PPS Number may be requested if an application is required to the NCSE for resources.
- Names, addresses and occupations of pupil's parents/guardians
- Contact telephone numbers including emergency contact numbers
- Details of any medical conditions/allergies that the school should be aware of
- Previous schools attended, if any, and reasons for transfer if applicable
- Birth Certificate as proof of age
- Two original (not photocopied) recent utility bills as proof of address (dated within 3 months of closing date above). The following will be accepted in their original form and must show the customer's name and address:-
 - (a) Current utility bill (Gas, electricity or telephone)
 - (b) Current car or home insurance policy
 - (c) A document issued by a government department that shows your name and address (Revenue Commissioners or the Department of Employment Affairs and Social Protection)
 - (d) A financial statement (bank, building society, credit union or credit card)
- Any other relevant information (including any such other information as may be prescribed under the Education Welfare Act 2000).
- As a condition of registration, parents or legal guardians must confirm in writing that the code of behaviour and acceptable user policy on the use of the internet provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such codes by the child.

Provision of Key Information by Parents

Applications will only be accepted on the basis of a fully completed Application for Enrolment Form and School Registration form. These forms must be accompanied by a copy of Birth Certificate. Evidence of residency will also be requested in the form of recent utility bills etc.

Decision Making & Enrolment Criteria

The Board of Management makes decisions relating to enrolment in accordance with school policy. In the event that applications exceed/is expected to exceed the number of spaces available the Board of Management has determined that priority in the allocation of places will be given in numerical order as listed below:

1. Brothers and sisters of children (including foster siblings) currently enrolled in the school;
2. Children living in the catchment area of the school;
3. Children living within the parish boundary;
4. Children of current school staff, including ancillary staff;
5. Children living outside the parish boundary.

The vicinity/catchment area of the school as agreed by the Board of Management on the 5th of December 2012 and which was forwarded onto the Patron thereafter is as listed below:

Aghalackan, Agharahan, Annagelliff, Creighan, Broughderg, Drumhillagh, Drumoghra, Drumryan, Edenticlare, Glasdrumman, Gortnakillen, Killygarry, Killynebber, Lateever, Lismullig, Pollamore Near, Pollamore Far, Poles, Pottle, Shankilly Lower, Shankill Upper, Stragelliff and Tirquin.

Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management at its next meeting. If necessary the additional criteria of the age of pupils may be taken into account and priority given to older children.

At the Board of Management meeting on the 15th of November 2018 the Board decided to cap the class size in all classes and for new enrolments to junior infants to 26 pupils for the 2018/19 and 2019/20 academic years. Pupils therefore will not be accepted into classes of 26 or more pupils.

Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made. If the Board of Management reasonably requires further information the application will not be treated as complete until such time as all requested information has been received. Such information may include requests in respect of guardianship, custody and access arrangements on behalf of the parents and should be supported by a written letter from a solicitor or proof of address in the form of utility bills.

In determining enrolment the Board of Management shall take into account Department of Education and Science regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education and Science's Rules for National Schools which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years.

Appeals Procedure

Parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Enrolment of Pupils with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management may request a copy of any relevant medical or psychological reports as are available. If such a report is not available it is open to the Board to request that the child be assessed prior to enrolment. The purpose of the assessment is to establish the educational needs of the child relevant to his disability/special needs and to profile the support services required.

Following receipt of such a report the Board of Management shall assess how St. Brigid's National School can meet the needs specified in the report. If further resources are required the Board of Management will, prior to enrolment, request the Department of Education and Science to provide the required resources. These may include any combination of the following visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport or other services.

The school principal will meet with the parents/guardians of the child to discuss the child's needs and the suitability and capability of St. Brigid's National School to meet those needs. If necessary, a full case conference may be called which may include parents, principal, class teacher, learning support teacher, resource teacher, psychologist, medical personnel.

Deferral/Postponement of Admission/Enrolment

As a general principle, enrolment of children with a disability of special education need cannot normally be deferred or postponed until additional resources have been approved or allocated by the Department or local SENO.

Exceptional Circumstances

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

- The pupil 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 pupil with an appropriate education or
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

Transfer of Pupils

Pupils may transfer to the school at any time subject to school policy, available space, the provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Science.

In accordance with the Education Welfare Act (2000) there is a legal obligation on schools to share information in relation to attendance and the child's educational progress as long as the child has been put on the register. This Act was implemented over the period 2000-2002.

Code of Behaviour

Children enrolled in St. Brigid's National School are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. The Code of Behaviour outlines the school policy in relation to suspension and expulsion of pupils in accordance with NEWB/TUSLA Guidelines.

Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

Review & Ratification:

This policy was approved by the Patron and the Board of Management and was originally adopted on the 19th of January 2018 and amended on the 15th of November 2018. It shall be reviewed at least annually by the Board of Management and changed where deemed necessary and appropriate.

Signed: *Fergal Mc Manus*
Fergal Mc Manus
Chairperson of the B.O. M.

Date: 15/11/18