

# **Enrolment Policy**

## **General Information**

This policy was formulated by the Staff and Board of Management of Coolbock National School in February 2017.

The Board of Management of Coolbock National School is setting out its enrolment/admissions policy in accordance with the provisions of the Education Act 1998 Section 15(2). The Board of Management trusts that by doing so parents will be assisted in relation to enrolment matters. Deacon Damien Kearns, Chairperson of the Board, and Mr. Daragh McDaid, Principal, will be happy to clarify any further matters arising from the policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

Name of School: Coolbock National School  
Coolbock  
Riverstown  
Co. Sligo  
Roll No: 16781U  
Phone No: 071 91 65832  
Email: coolbocknationalschool@gmail.com  
Web Site [www.coolbockns.com](http://www.coolbockns.com)

Denomination: Catholic National School

Patron: Bishop Kevin Doran, Diocese of Elphin

Number of Teachers: 3  
2 Mainstream Class Teachers  
1 Special Education Teacher (shared post)

Classes: Junior Infants – 6th class

School Hours 9:10 a.m. – 2.50 p.m.

Coolbock National School is a Catholic National School which depends on the grants and teacher resources provided by the Department of Education & Skills. The school operates within the regulations laid down, from time to time, by the Department of Education & Skills. It is policy of the Board of Management that all state grants from the Department of Education & Skills shall be used only for the purpose for they are provided. The school policy has regard at all times 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). The school is also governed by the Child Protection 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.

## **Enrolment Procedures**

### **Application Procedure:**

Notification of enrolment will be posted in local church newsletters, school newsletters, local media and online media. This generally happens in January/February each year. Parents should contact the school to request an application form for enrolment. Parents should complete the application form and return the form to the school.

### **Provision of Key Information by Parents:**

Certain information will be required when children are being enrolled. A specific enrolment application form (appendix A) is provided by the Board for this purpose.

### **Decision Making:**

Equality of access is the key value that determines the enrolment of children in our school. While recognising the rights of parents to enrol their child in the school of their choice, the BOM of Coolbock NS is also responsible to respect the rights of the existing school community and in particular children already enrolled in the school. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all the children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- Size of available space in the classroom
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational or behavioural needs
- DES maximum class size
- Availability of support services (allocated by the DES)
- 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.
- Junior infants are enrolled in September provided the child has reached his/her 4th birthday. Junior infants will not be enrolled during the year unless they are transferring from another school. This is for educational reasons as it is necessary for a child to complete a full year in junior infants.

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 re enrolment in writing.

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 that there is space available. (See note below on Education for Persons with Special Educational Needs Act 2004)

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria. The criteria may include any of the following though not necessarily in that order:

- Brothers/sisters of the proposed new entrant already in the school;
- Catholic children resident within the parish
- All children resident within the parish.
- Children, whose home address is closest to the school if the child normally lives outside the parish.
- Children of staff members;

#### **Appeals:**

If the BOM refuses admission to the school parents have a right to appeal the decision to the Board of Management. This appeal must be addressed, in writing to the chairperson of the Board, stating the grounds for appeal, and lodged 10 days after receiving the refusal.

Parents, if unhappy with the result of the appeal may appeal to the Department of Education and Science under Section 29 of the Education Act. Full details are provided on the DES website – [www.education.ie](http://www.education.ie)

A copy of the appeals document is available in the school plan. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

#### **Enrolment of Children with Special Educational Needs**

In relation to applications for the 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 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 (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 for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents 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, special education teacher, Special Educational Needs Organiser or psychologist, as appropriate.

**Exceptional Circumstances**

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

- The pupil has special needs 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.
- In the opinion of the Board of Management, the pupil poses an unacceptable risk, to other pupils, to school staff or to school property.

**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 Department of Education and Skills. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools (Education Welfare Act 2000).

**Co-operation with School /BOM**

Children enrolled in our school are required to co-operate fully with and support the school's policies. Parents/guardians will be responsible for ensuring that their children co-operate with the school policies.

## Implementation and Review

This policy will be reviewed in March 2020 and updated if required.

**Ratification**

This policy was ratified by the BOM on 21<sup>st</sup> March 2018.

Signed: *Damien Kearns* Date *21/03/2018*

**Chairperson, Board of Management**

Signed: *Daragh McDaid* Date *21/03/2018*

**Principal**