

ENROLMENT POLICY.

In setting out its Enrolment / Admissions Policy, in accordance with the provisions of the Education Act 1998, the Board of Management of Scoil Eoin, Inis Eonáin trusts that, by so doing, parents will be assisted in relation to enrolment matters. The chairperson of the board and the principal will be happy to clarify any further matters arising from this policy.

General Information

School Name: Scoil Eoin

Address: Inis Eonáin, Co Chorcaí

Telephone No: 021-4775457 086-4106194

Website: www.innishannonschool.com

E-mail: inisheoin@gmail.com

Present Enrolment: 313

School's Denomination: Roman Catholic

School's Patron: Bishop Fintan Gavin
Roman Catholic Bishop of the Diocese
of Cork and Ross

School's Staff: The Principal and 17 teachers

- 13 classroom teachers
- 4 Special Education teachers

Special Needs Assistants : The school has 5.66 positions

Opening Hours: Junior/Senior Infants 9.00a.m.-1.40p.m.
First-Sixth Class 9.00a.m.-2.40p.m.

Parents/Guardians are asked to note that the school does not undertake responsibility for students outside of official school hours except during school organised extra-curricular activities.

Founded in 1938, Scoil Eoin is a Roman Catholic Primary School, recognised by the Department of Education and Skills as a co-educational primary school under the patronage of the Catholic Bishop of Cork and Ross.

As a Catholic School, Scoil Eoin aims to promote the full and harmonious development of all pupils intellectually, physically, culturally, morally and spiritually. This includes the promotion and development of a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death, and resurrection of Jesus Christ.

Scoil Eoin operates under the Rules for National Schools and Departmental Circulars and is funded by grants. The Staff is resourced by the Department of Education and Skills. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004), equality law and all other relevant legislation.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable Scoil Eoin

- To make decisions on all applications in an open & transparent manner consistent with the ethos & the mission statement of the school & legislative requirements
- To make an accurate & appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective & productive relations between students, parents & teachers where a student is admitted to the school.

Application Procedure

1. Parents/guardians seeking to enrol their child(ren) in Scoil Eoin are requested to return a completed Application Form to the school. This form is available in the office or to download from school website www.innishannonschoolschool.com. The form should be accompanied by an original Birth / Adoption Certificate.
2. Communication of enrolment date to the community by
 - Notice in parish bulletin and on school website.
 - Parents of children currently on roll are notified through school newsletter / circular/text.
3. A School Prospectus for prospective pupils/parents is available at the school and on the school website.
4. The names of children for whom Enrolment Application forms and Birth/ Adoption Certificates having been returned, will be placed on a class waiting list.

5. An open morning is held in April or May of each year. Enrolled pupils and their parents/guardians are invited to attend.
6. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances.
7. While recognising the right of parents/guardians to enrol their child in the school of their choice, it is the responsibility of the Board of Management of Scoil Eoin to respect and protect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all 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 classrooms
 - educational needs of children of a particular age
 - multi-grade classes
 - presence of children with special educational/ behavioural needs
 - DES maximum class average directives
8. In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:
 - a. Brothers & sisters (including step-siblings, resident at same address) of children already enrolled
 - b. Children living within the school catchment area.
 - c. Children of current school staff
 - d. Children whose home address is closest to the school (as measured by straight line on the OS map) if the child is normally resident outside the catchment area.
 - e. In the event of being unable to enrol a child(ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c,) for the subsequent school year over other children on the class waiting list.
 - f. The Board of Management must comply with the terms of the Education Welfare Act/2000 and notify parents / guardians within 21 days if the application for enrolment is not successful.

9. Enrolment of Children with Special Needs in Mainstream Classes

The Board of Management may request a pupil to be assessed immediately (on enrolment) if no assessment is available. This report will (a) assist the school in establishing the education and training needs of the pupil (b) profile the support services required. Board of Management can assess how the school can meet the needs specified in this report. If extra resources are required the B.O.M. will, prior to enrolment, request the D.E.S. to provide such resources, i.e. resource teacher, S.N.A., specialised equipment furniture, transport services etc.

The Board of Management may deem it necessary to defer or refuse enrolment of the particular child in the absence of

- relevant assessment forms
- provision of resources & supports by the D.E.S.to meet the needs of the child.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school, are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

10.Pupils, if newly resident in the area, may be enrolled during the school year. Such pupils, transferring from other schools, are enrolled subject to the Rules governing National Schools, as well as our own school's Enrolment Policy.

However, in compliance with the Education Welfare Act 2000, the parents / guardians must provide the school with a record of the pupil's attendance and a report of the child's educational progress from the school from which the child is transferring.

11. In the event of pupils wishing to transfer from another school within the parish during the school year, where no change of address has occurred, the Board of Management will adhere to the following procedure provided the school can accommodate the pupil:

- automatic enrolment for siblings of current pupils
- automatic enrolment for children of current staff

The application for enrolment of other pupils mid-year will be assessed individually and the Board of Management reserves the right to refuse or delay enrolment taking into account the following instances:

- Where a valid reason for the transfer cannot be provided
- Where the enrolment would prove disruptive to the school/class/teacher at this time.

12. Children of other faiths / no faith. Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where request is made in writing, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

Application Procedure for Special Class: Réaltaí

The Special Class caters for up to eight pupils who have a Moderate General Learning Disability. A report from a registered psychologist is required as evidence of this.

1. Application Process

- Application Form is available from the office or on the school website www.innishannonschool.com
- The completed application form along with relevant reports is sent to the Principal by February 1st.
- Applications are accepted from parents or guardians only.
- On receipt of this application form, the pupil's details are recorded on an Application List. This is done in date order & according to the criteria outlined below (section 3 & 4) pending consideration for enrolment by the Admissions Committee.
- The completion of an application form and the placement of your child's name on any list do not confer an automatic right for a place in the school.

2. Documentation Required

- A completed application form as outlined above
- An up-to-date psychological report and any other relevant reports (e.g. Speech & Language, Occupational Therapy etc.)
- Original birth or adoption certificate
- A medical report which discloses all pre-existing medical conditions. This information enables the Board of Management to assess whether the school can provide for the medical needs of the pupil and to seek appropriate resources from the relevant Government departments as necessary.

3. Eligibility for Admission to Special Class

- The pupil has a Moderate General Learning Disability diagnosis
- The pupil meets the criteria for selection as outlined in section 4.
- The pupil does not have health, medical and safety needs which are beyond the scope of the Special Class to address with current resources in the school.

The Board of Management of Scoil Eoin, Inis Eonáin has a duty of care to all its existing pupils and staff and may not be in a position to facilitate pupils who could compromise the entitlement of others to education and safety. Admission may be refused or delayed to such pupils if, by accommodating them, it would render the education and safety of other pupils impossible.

4. Enrolment Criteria

- **Category 1** Applications from children who have siblings enrolled in the mainstream classes in Scoil Eoin
- **Category 2** Applications from existing pupils in the mainstream classes who may need to transfer
- **Category 3** Applications from children attending Special Pre-schools
- **Category 4** Applications from children attending other pre-schools or schools where Scoil Eoin, Inis Eonáin is the nearest recognised suitable class for that child (from their home address).

Please note the following

- The Admissions Committee will meet within two working weeks of the closing date for applications and will communicate its decision to the Board of Management at its next meeting. Offers of enrolment will be sent within 21 days of this meeting in accordance with the Education Welfare Act 2000. Parents are requested to accept the place offered in writing within 31 days of the date of offer of enrolment.

- The Board will be guided by the principles of natural justice and will be reasonable, fair and transparent.
- The closing date for applications is February 1st.

5. Waiting List

In the event that more applications are received than there are available places a Waiting List will be drawn up for the following year. This list has 4 separate categories as per enrolment criteria above (4). The pupil's name will be added to the list according to the relevant criteria in date order of application. The pupil in category 1 is offered a place first and so on down to category 4.

Please note that places cannot be held from year to year. If a place is offered and refused, the offer is invalidated and a new application must be made for future placement.

6. Appeals Procedure

In line with Section 29 of the Education Act 1998, parents/guardians who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal 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 Skills under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

7. Discharge Policy

It is the school's policy to facilitate the discharge of pupils from the Special Class once they have reached the age of 12. Pupils who have reached the age of 12 after September of any year will be permitted to complete that academic year.

8. Placement Review

Occasionally concerns regarding the suitability of a child's placement arise and a review of the school's ability to continue to meet the child's needs in a way that ensures that the child develops to his/her potential may be necessary. Parents will be kept fully informed of any concerns that might arise at the earliest opportunity and may be asked to work in partnership with the school to consider all options open to the child up to, and including review of the child's placement. In the event of an indication that the child may not be suitably placed the Board may request a multi-disciplinary team assessment be carried out to determine the best options open to the child.

Requirements

Children enrolled in our school 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, & management. The BOM places responsibility on Parents/ Guardians for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

Parents/guardians are asked to read the following School policies: Code of Behaviour, Anti-bullying Policy, Internet Usage Policy, R.S.E . Policy on the school web site. A signed form, accepting the above mentioned policies, must be returned to the school.

Parents wishing to enrol their child(ren) at Scoil Eoin must inform the school, in writing, if their child suffers from any long term / short term illness and if their child is on medication. No teacher can be required to administer medicine or prescribed drugs to a pupil. A teacher who, with the consent of the B.OM, does take on the responsibility for administering medicines takes on a heavy duty of care to discharge the duty correctly. Training of staff members will be required.

It is a condition of enrolment that the parents/guardians inform the school if their child is currently receiving any medical or psychological support.

The Board of Management is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of four years upwards, though compulsory attendance at school does not apply until the age of six. (Rule 64:1)