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ENROLMENT POLICY

The Board of Management of St. Comán's Wood Primary School sets out below its policy of Admissions in accordance with the provision of the Education Act, 1998.

St. Comán's Wood P.S. is a co-educational primary school for girls and boys, under the patronage of the Bishop of Elphin. St. Comán's Wood P.S. depends on the grants and teacher resources provided by the Department of Education and Skills (DES) and it operates where feasible, within the regulations laid down, from time to time, by the Department. School policies have regard to the funding and resources made available to the school and must consider at all times the health and safety of all pupils.

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. Equality of access is the key value that determines the enrolment of children to our school.

Application Procedures

Closing date for applications is February 10th in the year of enrolment.

An Open Evening for parents considering enrolling their children in the school takes place in January/ February. The school community is informed of the dates, time and venue of the Open Day/Enrolment through the:

- Parish Newsletter
- School website
- Text to parents
- Informing pupils already in the school
- Notice in the Roscommon People/ Herald
- Notice displayed in the school.

Parents fill in an application form, along with consent forms for transfer of information from pre-school to primary school, school trips etc. Parents are also requested to present a Birth Certificate. Filling in an application form does not guarantee a place in the school. While parents are encouraged to fill in an application form on or before the 10th February, parents will be allowed to enrol their children at a later date pending acceptance by the BOM.

Facilitating transfer into Junior Infants from home and/or Pre-school

The principal meets with all pre-school directors/managers of pre-schools in the town in late February/ March to discuss the needs of entrants into Junior Infants for September that year with the purpose of easing transition from pre-school to primary school. For applicants who

have not attended any of the pre-schools in the town, a short interview is arranged with the parent(s)/guardian in early March. Assessments/Special Educational needs, the children may have are discussed.

In early June parents of new entrants are invited to attend an information evening. Parents are given an information booklet on the school at this meeting giving details of school uniform, books, Code of Behaviour, timetabling, etc.

Decision Making

Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with school policy. St. Comán's Wood Primary School is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his birth. (Rule 64.1). St. Comán's Wood Primary School will have an average of 26 children per class, in line with the DES allocation of teachers to primary schools. There will be three classes at each of the 8 levels; Junior Infants, Senior Infants, 1st, 2nd, 3rd, 4th, 5th 6th (24 mainstream classes). The school will be deemed full when it has 631 pupils:- 7 pupils in the Speech and Language class and 624 mainstream pupils (24 x 26). Every effort will be made by the BoM to keep class sizes close to 26. However, in striving to achieve this goal there will be a period when classes will have more than 26 pupils, in particular while we await the construction of four classrooms due to be completed by the end of 2019.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. Applicants for Senior Infants to Sixth classes will be taken on a 'first come first served basis' as vacancies arise in individual classrooms keeping within the limits stated above and the criteria listed below:

Criteria used in decision making by the BOM in relation to enrolment are, in order:

- Health, welfare and needs of all children;
- Physical space in relation to class size, staffing provision and accommodation;
- Children applying for places who have siblings already in the school will be facilitated within the limits stated above up to 25%;
- Children resident within the boundary of the parish;
- Children of staff working in the school and applying for places will be facilitated keeping within the limits stated above;
- All other applicants.

If the number of applicants for Junior Infants exceeds the number of places available a 'cut-off birth date' will apply. Preference will be given to siblings of children already attending the school. For example, if the 'cut-off birth date' is June 30th and there is one vacancy, the vacancy will be given to the eldest child, who has at least one sibling already attending the school. Intake numbers in Junior Infants will depend on whole school enrolment and subsequently may fluctuate from year to year, keeping within the limits and criteria stated above.

In accordance with the Educational Welfare Act 2000, the BOM will notify parents of their decision within twenty-one days of the closing date for applications. For applications received after the closing date, parents will be notified of the decision of the BoM within 21 days of receipt of the application. If the BOM using the limits and criteria stated above decides not to enrol a child, parents will be informed of their right to appeal this decision under Section 29 of the Education Act.

Admission Day

Junior Infant pupils are expected to attend school from the 1st day of the new school year. Admission to the Junior Infant class takes place once a year (August/September), except when a child is transferring from another school.

Enrolment of Children with Special Educational Needs

The criteria used in decision making with regard to enrolment apply to all children including children with special educational needs. The school has strong links with the pre-schools and local services including the HSE, Brothers of Charity, CAMHS etc. so in general, the school should be aware before the closing date for applications of the special educational needs of children, due to start school.

Parents are asked on the application form to list, detail and attach any reports/assessments/needs their child has had since the time they were born, or any concerns they may have about their child's behaviour or needs. Reports are requested to assist the school in establishing the educational and care needs of the child relevant to his/her disability or special educational needs and to profile the support services required. Following receipt of the report, the Principal on behalf of the BoM will assess how the school can meet the needs specified in the reports. If necessary, a full case conference involving all parties may be held. If the Board of Management becomes aware in September (or earlier or later than September) that a child with special educational needs had no previous referral or assessments or parents did not disclose the needs of their child on the application form or withheld reports, the child's admission to the school may be deferred until the BoM has time to read the reports, assess the needs and apply for/organise the resources required to meet the needs of the enrolled child.

Following consultation with relevant external agencies and examination of reports if the BoM deems that resources are required to meet the child's needs, the principal, on behalf of the BoM will apply to the Special Education Needs officer (SENO) for these resources which may include for example access to or the provision of any or a combination of the following: teacher for special needs, special needs assistant, staff training, specialised equipment or furniture, building such as a ramp for wheelchair access, transport services or other. The BoM in consultation with the DES and NEWB may arrange home tuition for the enrolled child until the resources they need are available in the school.

Every effort will be made to install the resources the child needs quickly in school with the intention of admitting the child as speedily as possible.

Pupils Transferring from another school

In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another, at any time of the year, either with the consent of the Minister for Education and Skills or when the transfer is made because of a change in the ordinary residence of the child. This is also subject to school policy and available space. When the application for enrolment is made the Principal shall ascertain from the parent whether the pupil was previously enrolled in another National School. In order to assess the needs of the child, the principal will seek all reports relating to that child from the principal of the school where the child previously attended. Parents are asked to give their permission to the principal

of ST. COMÁN'S WOOD PRIMARY SCHOOL Primary School , to seek such information on the enrolment application form.

Code of Behaviour

The school Code of Behaviour contains the procedures for Incentives/Sanctions, Suspension and expulsion of pupils and parents can request a copy of this from the school secretary.

Medication

Parents are asked to inform the school in writing if their has any long term or short term illness and if their child is on medication. No staff member can be required to administer medicine or drugs to a pupil. In exceptional circumstances the BoM will make arrangements for **prescribed** medication to be given to children for example children with diabetes, epilepsy or an allergy. A staff member who, with the consent of the BOM, does take on the responsibility for administering prescribed medicines takes on a heavy duty of care to discharge the responsibility correctly. Parents contact the BOM in writing in relation to the administration of prescribed medication [See policy on *Administration of Medicines* on the school website].

Un-prescribed medication is not administered by staff.

Review

This policy will be reviewed annually by the Board of Management and updated if necessary.

Date this policy was reviewed: October 2018

Mr. Eugene Toolan
Manager of St. Comán's Wood Primary School