**St. Brigid’s National School Kill**

**Enrolment / Admissions Policy**

**Introductory Statement:**

The Board of Management of St. Brigid’s N.S. ( Kill N.S.) hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998. This enrolment policy was developed by the BOM in consultation with parents and school staff. A policy review document from CPSMA (newsletter 2011) was used to inform this policy.

**Mission Statement:**

Kill N.S. is a co-educational Catholic primary school which endeavours to be a happy, caring and spiritual environment for children, parents and teachers.

Kill N.S. is a school with a Catholic ethos with due recognition for all other religions.

The aim of Kill N.S. is to provide a Christian caring learning environment which nurtures each pupil to his/her full potential. Teachers and parents are partners in the education of the children and as such parents are very welcome to our school.

**Rationale:**

In order to treat each prospective pupil equally and fairly it was deemed necessary to formulate a policy outlining guidelines in relation to admission of pupils. The Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management (Francis Mc Phillips) or the Principal Teacher ( Pearse Mc Kenna)will be happy to clarify any matters arising from this policy.

**Aims:**

The policy aims to ensure that the appropriate procedures are in place to

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

**General School Information:**

Name of School: Kill National School.

Address: Kill, Cootehill, Co.Cavan

Telephone: 049-5553149

St. Brigid’s N.S. Kill 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 Kilmore.

At present the teaching staff is comprised of 3 mainstream class teacher (including the principal). 1 learning support teacher (shared). The full range of classes, Junior Infants to 6th Class, is taught.

St. Brigid’s N.S. operates under the Rules for National Schools and departmental circulars. The school depends on grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available. 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.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time in accordance to Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the right of the patron as set out in the Education Act (1998), and the funding and resources available in the school, the school supports the principles of;

* Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs
* 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.

School commences at 9:20am. Class will end each day at 2pm for Junior and Senior Infants and 3pm (1st to 6th classes).

**Application Procedure:**

Application forms are available in the school office.

Certain information will be required when applying for enrolment:

1. Child’s name (as on birth certificate) and gender
2. Child’s current address
3. Child’s date of birth and age
4. Names and address(es) of child’s parent(s)/guardian(s)
5. Contact telephone numbers
6. Parish, year and month of Baptism (where applicable)
7. Details of any disability or special needs, of which the school should be aware
8. Previous schools attended, if any, and reasons for transfer, if applicable
9. Signature(s) confirming that the school’s Code of Discipline is acceptable
10. Any other relevant information ( including any such further information as may be prescribed under the Education Welfare Act 2000)

Parents seeking to enrol children should return a completed application form with an original birth/adoption certificate and a baptismal certificate (where applicable) to the school. An application will not be deemed to be complete until a completed application form and all supporting documentation are provided. Where the school reasonably requires further information, the application will not be treated as being complete until such time as all requested information has been received.

As a condition of registering a child, his/her parents will be required to confirm in writing that the school’s Code of Discipline is acceptable to them and that they shall make every effort to ensure compliance with the code by the child.

Admission of Junior Infants normally takes place on the first day of the academic year. Any child who has not reached his/her fourth birthday cannot be enrolled at any time. Junior Infants will not be enrolled during the year unless transferring from another school. This is for educational reasons as the curriculum is progressive and it is necessary for the child to complete a full year.

**Decision Making Process**

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

Decisions will be given in writing within 21 days of receiving a complete application.

**Enrolment Criteria**

In the event of the number of children seeking enrolment exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

1. Sisters and/or brothers of pupils currently in the school.
2. Catholic children living within the parish boundary.
3. Children of current staff.
4. Catholic children living outside the parish boundary.
5. Other children living within the parish boundary.
6. Other children living outside the parish boundary.

In the event that there are more applicants within any category than there are available places, priority will be given to children within the particular category in order of age, starting with the oldest.

The school endeavours to ensure that the criteria used do not directly or indirectly discriminate against an individual applicant or any group of applicants.

An educational establishment does not discriminate if it admits children of one particular religious denomination in preference to others, or if it refuses to admit a child who is not of that denomination, provided any such refusal is essential to maintain the ethos of the school (Equal Status Act, 2000).

**Enrolment of Children with Special Educational Needs**

In relation to applications for the enrolment of children with special needs, it is open to the Board of Management to request a copy of the child’s medical and or psychological report and where such a report is not available to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational 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 would assess how the school could meet the needs specified in the report. Where the board deems that further resources are required, it would request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological 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 would meet with parents of the child to discuss the child’s needs and school’s suitability or capability in meeting those needs. If necessary, a full case-conference involving all parties would be held, which may include parents, principal, class teacher, learning support teacher, resource teacher for special needs and psychologist, as appropriate.

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 the children with special educational needs.

**Refusal to enrol on grounds of exceptional circumstances**

The Board of Management reserves the right to refuse enrolment in exceptional circumstances e.g.

1. The child has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the child with an appropriate education or
2. In the opinion of the BOM the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

**Right of Appeal**

The Board of Management hereby informs parents that the Education Act (1998) provides for a right of appeal against a decision to refuse enrolment. Parents 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 it must be 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 to parents by the school on request. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol. The BOM has responsibility for preparing a response for the Appeals Committee if and when an appeal is initiated.

**Pupil Transfer**

Pupils may transfer to the school at any time subject to the school’s enrolment policy and available space.

The school notes that the legal obligation to share information to share information in relation to attendance and educational progress has effect only when the child has been put on the register of the second school and not before (Education Welfare Act, 2000).

**Code of Discipline**

Children enrolled in our school are required to co-operate with the support the school’s Code of Discipline. The Board of Management places Parents/Guardians responsible for ensuring that their child(ren) co-operate with the Code of Discipline in an appropriate way. In accordance with National Educational Welfare Board guidelines, a pupil may be suspended or expelled.

**Implementation and review:**

This policy was revised and reviewed in June 2013. It will be reviewed by all staff and Board of Management as part of the regular school plan review.

**Ratification and Communication**

This policy was ratified by the BoM and is available to parents on request.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal