

ST. LAURENCE'S NATIONAL SCHOOL

Email:info@sallinsns.ie

ENROLMENT POLICY

August 2016

Introductory Statement:

The Board of Management of St Laurence's N.S. formulated this Enrolment Policy in accordance with the provisions of the Education Act 1998. The chairperson, the principal, staff and members of the Parents Council were involved in discussing the factors, relating to our school, which were addressed to ensure that our policy is fair and equitable.

Mission Statement:

Our School: St. Laurence's National School Sallins Co. Kildare, is a National School under the Patronage of the Catholic Bishop of Kildare and Leighlin. The ethos of our school is Catholic and in this atmosphere the spiritual, moral, intellectual, social and physical growth of our pupils is nurtured in accordance with the provision of the schedule for Catholic Schools: -

'A Roman Catholic School (which is established in connection with the Minister for Education) aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with 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. The Catholic school provides Religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.'

The school serves the needs of children in the Parish of Sallins. Children from other faith backgrounds resident in the parish are accepted as pupils in the school. Arrangements will be made to welcome and accommodate them, in so far as is possible, within the school community while having due regard for the school ethos.

Rationale:

The policy aims to ensure that procedures are in place so that the management of the school:

- Can make decisions on all applications in a transparent manner in accordance with the Ethos of the school, the Mission Statement and legislative requirements.
- Can assess the ability of the school to cater for the requirements of applicants in the light of available resources.
- Can ensure that students, parents/guardians and teachers co- operate and work together in a productive environment.

Aims:

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 to us, our school supports the principles of:

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

- (b) Equality of access and participation in the school.
- (c) Respect for diversity of values, beliefs, traditions, languages and ways of life in our society.

General Information:

Our school caters for a full range of mainstream Primary School classes of both sexes from Junior Infants to 6th Class inclusive. We also have Special Education Teachers and Special Needs Assistants (SNAs) as allocated by the Department of Education and Skills.

Since September 2003 the school has had a three class Junior Infant intake. Consequently, our school now caters for twenty- four mainstream classes since September 2010.

Our school depends on grants and teacher resources provided by the Department of Education and Skills (DES) and operates within the regulations laid down, from time to time, by the Department. Our school policy is determined by the resources and funding available to it from the DES.

Our school follows the curricular programmes prescribed by the Department of Education and Skills which are amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

In any one year where we have more applications than class places available the following three criteria will be used in allocating places:-

- **Children living in Sallins Parish**
- **Brothers/sisters of children already attending the school**
- **Children of staff members**

Date of Birth

- a. In the event that two or more applicants have identical DOB priority will be given to applicants with a sibling(s) already attending the school.
- b. In the event that applicants have the same number of criteria ie. DOB./siblings, provision will be made for a lottery system with the draw witnessed by the Chairperson, Principal and Deputy Principal.

Application Procedures for Junior Infants for School Year 2017-2018:

Application Forms for Junior Infants will be available in the school from Thursday 1st December 2016 to Tuesday 31st January 2017. Parents/Guardians must obtain an Application Form during this period.

As per rule 64(i) of the rules for National Schools a child may not be allowed to attend or be enrolled before the 4th anniversary of his/her birth. The application form will request information in respect of **each child** as is necessary e.g. child's name, address, date of birth, parents/guardians names etc, and any other relevant information which may be required under the Education Welfare Act 2000.

All completed application forms must be returned to the school by **Tuesday 31st January 2017**.

Applications received after the above closing date will be placed on a 'Late Applications Waiting List'. Children on this list will be offered any available places only when the main waiting list, i.e. applications received within the specified application period, has been cleared.

Subject to the criteria set out below, The Board of Management of our school, having regard to school ethos, rules set down by Education Act 1998 and Education Welfare Act 2000, will enrol all children for whom the application form has been returned, subject to a maximum class size of 30 pupils in each of the three Junior Infants classes, by the said closing date. *As circumstances change we may adjust our policy annually to reflect this.* In line with the reduction in pupil/teacher ratio to 27:1 and a steady reduction in applications, from September 2016 each Junior Infant class will have a maximum of 30 pupils.

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Children who have not been to any other National School within the state or in another country before the beginning of the school year of the year of enrolment will only be accepted in a Junior Infants class from the start date of the school year **up to and including the last school day of September.**

Children fulfilling one or more of the above three criteria will be considered valid applicants. **Priority will be given to the oldest valid applicants.** These children, so enrolled, will form our Junior Infant Classes for the school year 2017-2018. Remaining children seeking enrolment will, subject to the above criteria, be placed on a waiting list for the month of September. **This waiting list will cease to be in operation from the 1st day of October.**

Class Size:

The maximum number in each class for the school years 2016-2017 and 2017-2018 will be as follows:-

	2016/17	2017/18
Junior Infants	30	30
Senior Infants	31	30
1 st Class	31	31
2 nd Class	31	31
3 rd Class	30	31
4 th Class	30	30
5 th Class	31	30
6 th Class	30	31

Enrolment of Children with Special Needs:

When parents/guardians of a child with special needs apply to enrol, the Board of Management will require a copy of that child's Medical and/or Psychological etc. Reports. If such reports are not available the Board will require that the child be assessed as soon as possible so that the educational and associated needs of the child can be established relevant to his/her disability or special needs.

Following the receipt of these reports the Board of Management will assess how the school can meet the needs specified in the reports and discuss same with child's parents/guardians.

Where the Board of Management deems that further resources are required it will, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as set out in the reports.

Refusal to enrol:

The BOM may refuse to enrol a child in exceptional circumstances e.g.

- (a) The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and / or provide the pupil with appropriate education.

Or

- (b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and / or school property.

Right of Appeal:

Under Section 29 of the Education Act (1998) parents/guardians are entitled to appeal to the Secretary General of the Department of Education and Skills in respect of decisions of the Board of Management in relation to:-

- (1) Refusal to Enrol;
- (2) Suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year;
- (3) Permanent exclusion from the school.

When a decision to refuse on 1,2,or 3 above is taken, the parents/guardians will be informed of their right to appeal, in writing, by the Chairperson or the Secretary of the Board of Management. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent/guardian. The appeal is made in writing on the prescribed Application Form supplied by the Department of Education and Skills. Further information on the procedures for making an appeal under Section 29 can be found on the Department of Education and Skills website www.education.ie.

In the event of a Section 29 Appeal the School Principal/Secretary of the Board of Management will correspond with the Department of Education & Skills on behalf of the Board of Management.

Pupils Transferring:

Pupils may transfer to the school at any time subject to the school's Enrolment Policy and available space.

Where a pupil is deemed to have left the school the resulting vacancy will not be filled until confirmation in writing of enrolment is received from the pupil's new school or following 20 consecutive days absence without valid explanation (The Child and Family Agency: TUSLA).

The Board will require parents/guardians of all pupils seeking an *immediate* transfer to fill out an application form and may seek information concerning attendance, the child's educational progress and any other information required under the Education Welfare Act 2000. On receipt of fully completed Application Forms plus any relevant information sought, the school will process the application and the Principal/Secretary of the Board of Management, in line with the school's enrolment criteria, will communicate the decision in writing to parents/guardians within 21 days.

Waiting Lists:

At all times where applicants exceed available places for any given class a waiting list will be established, subject to the criteria as set out in 'General Information'. Applicants on this list with siblings attending the school will be ranked in order of age followed by applicants in order of age without siblings attending the school.

All waiting lists will cease on 30th September 2016. **From the 1st October, parents/guardians who remain interested in enrolling their children in St. Laurence's N.S. must submit a new application.** A copy of the General Application Form (not junior infants) is available to download from our school website on www.sallinsns.scoilnet.ie. **Please note applications will not be accepted via email.**

Code of Behaviour:

Parents/Guardians of children who are enrolling will be given a copy of our school Code of Behaviour which all children will be expected to obey at all times.

Promotion of Pupils:

In general all pupils will be promoted to a higher standard at the end of each school year, as set out in Department of Education and Skills circular 10/67. There may be exceptional cases from time to time where the principal teacher in consultation with the class teacher and support teachers may feel that a pupil would benefit educationally by being retained in the same class for a second year. When this is the case the principal and class teacher will advise the parents/guardians in good time that they are of the opinion that the child would benefit educationally by being retained in the same class for a second year. Only after consultation, discussion, and agreement with the parents/guardians will any child be retained in the same class for a second year.

In keeping with recommendations set out in Department of Education and Skills Circular 10/67 and 11/01, we will not retain any child in same class for two years after they have completed fifth standard.

Parish of Sallins:

To avoid any doubt the Parish of Sallins consists of the following townlands:

Sallins, Monread North, Osberstown, Waterstown, Castlesize, Bodenstown, Little Rath, Daars North, Shortwood, Daars South, Prospect, Sherlockstown, Sherlockstown Common to the west of the Morell river, Kerdiffstown with the exception of Kerdiffstown House and Grounds.

Ratification:

This revised policy was approved at a meeting of the Board of Management 31st August 2016.

Review:

The Enrolment Policy will be reviewed annually by the BOM, staff and the school's Parents Council.

Derek McConnon
Chairperson B.O.M.

Date: