

Scoil Mhuire an Fhiacail
FEAKLE NATIONAL SCHOOL
ENROLMENT/ADMISSIONS POLICY

Introductory Statement:

This enrolment policy is formulated in accordance with the Rules of National Schools and with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, Phil Canny, Lower Feakle, Feakle, Co. Clare and the principal teacher, Michelle O'Loughlin, will be happy to clarify any further matters arising from this policy.

Feakle National School operates under the Rules for National Schools., The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

A. General Information:

School Roll No:	02439G
School Name:	Scoil Mhuire an Fhiacail or Feakle National School
School Address:	Feakle, Co.Clare.
Telephone No:	061-924116
E-Mail:	feaklens@eircom.net.
Denominational character:	Roman Catholic
Name of Patron:	Bishop Kieran O'Reilly, Bishop of Killaloe
Teaching Staff:	Three mainstream class teachers including principal Learning Support teacher Shared Resource teacher
Range of Classes Taught:	Junior/ Senior Infants & Classes First – Sixth
Opening Hours:	9.00 a.m. – 2.40 p.m. (1.40 p.m. for infants)
Status:	Co – educational.

The school depends on the grant 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 follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education 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.

B. Specific Procedures for Enrolment:

The enrolment process is by written application only. Enrolment application procedures will be communicated to the school community by Clare Champion Feakle News, newsletter, parish bulletin, flyers or on our web site: www.feaklens.com. The school has a specific application form which can be obtained by contacting the school. The address at which the applicant resides will be the address used for correspondence regarding enrolment.

We accept all children seeking to enrol subject to:

- Availability of places in the school
- Ability of the school to meet the educational, physical and emotional needs of pupils
- Provision by the parent(s) /guardian(s) of necessary documentation when required

Priority will be given to:

- Children who reside within the Parish boundaries, giving priority to the eldest
- Children whose siblings have or are presently attending the school including those residing outside the Parish boundaries, giving priority to the eldest.
- Children of staff members.
- Random selection independently verified.

Parents or guardians of pupils intending to enrol pupils in Feakle National School are asked to provide the requested information, including a brief medical history and to ensure that the pupil abides by the Code of Behaviour and Discipline, which is attached to this policy.

While recognising the rights of parents to enrol their child in the school of their choice the Board of Management also recognises and respects the rights of children already enrolled. The Board of Management 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
- Department of Education and Science class average directives.
- Health and Safety.

Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents in writing of their decision within 21 days of the closing date.

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.

The Board is bound by the Department of Education and Skills's *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Feakle National School must have reached the age of 4 by September 30th of the year they will commence school.

Enrolment of Junior Infants

Parents who wish to enrol pupils in Feakle National School are welcome to visit the school by appointment and are required to complete the Registration Form, Medical History Form, Internet Permission Form and Indemnification Forms, which are attached to this policy and normally return these forms to the school before 30th April. The child's PPS No. and an original copy of the child's Birth Certificate is also required. This will be returned to the parents.

In accordance with Department Circular 24/'02 a child can only be enrolled in one school on the 30th September.

Pupils Transferring

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools as well as our own School Policy. Parents of the children transferring from other schools are required to furnish this school with relevant progress reports, attendance records and any assessment, be it medical or psychological which may impact on the learning needs of the pupil. Children who have been expelled or suspended from another school will be accepted only with expressed consent of the Board of Management and give an undertaking to abide by the Code of Behaviour of this school. The child and both parents are also requested to attend an interview with the principal and Class teacher prior to enrolment to ensure that the school can meet the needs of the child and that the needs of other children are not impinged upon. Feakle National School must be satisfied that the pupil is no longer on the Register of attendance in any other Irish National School. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools. (Section 28, Education Welfare Act 2000)

Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

Enrolment of Children with Special Needs

On enrolment, children with special needs are required to furnish the school with all relevant documentation including medical and/or psychological reports. Where such reports are not available we 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 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, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may be necessary for the Board of Management to defer enrolment pending:

- The receipt of an assessment report; and/or
- The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the Psychological and/or medical report.

Appeals Procedure

The Board of Management of Feakle National School in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date from the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Skills website at www.education.ie.

Exceptional Cases

The Board of Management of Feakle National School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child 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 student with an appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Ratification

This revised policy was ratified by the Board of Management on: 08/03/'13

Signed: *Phil Canny*

Chairperson, Board of Management