

Scoil Íosagáin

Enrolment Policy for the Academic Year 2019-2020

Introduction

The Board of Management of Scoil Íosagáin hereby sets out its Enrolment Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

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

General School Information

Name of School: Scoil Íosagáin Telephone No. (01) 4541821

Scoil Íosagáin is a Senior, Catholic Boys' School with a range of classes from Second Class to Sixth Class. His Lordship, Archbishop Diarmuid Martin is the Patron of the school. Scoil Íosagáin is under the trusteeship of the Edmund Rice Schools Trust (ERST). The educational approach in the school subscribes to the holistic vision expressed in the five key elements of the ERST Charter, namely:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

At present, the teaching staff is comprised of 5 Class Teachers, 1 Principal Teacher, 2 Special Education Teachers, 1 Shared Home/School/Community/Liaison Teacher 1 Shared Resource Teacher. 1 Shared Support Teacher and 2 Special Needs Assistants.

The school depends on the 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. The school Enrolment Policy has regard to the resources and funding available.

Class starts at 8.50 a.m. and finishes at 2.30 p.m.

Rationale

This policy aims to ensure that the appropriate procedures are in place to 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
- To 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, and
- To 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

Legal Framework

Section 9 (j) of the Education Act 1998 specifies, that "A recognized school shallSubject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school".

Section 15 (2) (d) states the Board of Management shall “publish The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Enrolment Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

Goals, Context, Resources, School Organisation and Curriculum

See Appendix 1

Roles and Responsibilities in Developing and Implementing this Policy:

See Appendix 2

Policy Considerations

See Appendix 3

Procedures – Application, Enrolment Criteria and Decisions/Appeals

Application for enrolment may be made at any stage during the year. Acceptance of a pupil will be subject to availability of places, the ability of the school to meet the pupil’s needs and the various criteria listed below.

Application for Immediate Enrolment in the Current School Year

- Enrolment forms are available from the school office.
- Failure to fully complete forms will result in refusal to enrol the applicant.
- The behaviour record of a student in their previous school shall be considered.
- The attendance record of a student in their previous school shall be considered.

- Further relevant information may be sought at a later stage.
- In applying the criteria for enrolment, the school will take into account limitations in the size of classes.

Data Protection

The school is a Data Controller under the Data Protection Act 2018. Personal data supplied on the enrolment form will be used for the purposes of pupil enrolment, registration, administration, child welfare and to fulfill any other legal obligations, While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive and the National Education Welfare Board.

Enrolment Procedure

The registration process is initiated on receipt by the school of a completed enrolment form. This form must be signed and dated by one or both parents or guardians. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

The Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome within 21 days of receipt of the completed enrolment form.

Appeal of Refusal of Enrolment

If an applicant is refused enrolment, parents will be notified of their entitlement to appeal under Section 29 of the Education Act 1998. Parents are advised that a copy of the Section 29 Appeals Application Form and a letter from the Board of Management, confirming the decision should be submitted to: Department of Education and Skills, Section 29 Appeals Administration Unit, Friar's Mill Road, Mullingar, Co. Westmeath. Appeals must generally be made within 42 days from the date the decision of the school was notified to the parent.

Criteria for Enrolment

The following criteria will be applied if there is a surplus of applications for available places in the Second to Sixth Classes.

Priority	Criterion
1	Brothers of pupils in the school.
2	Boys living in St. Bernadette's Parish.
3	Boys living outside of St. Bernadette's Parish.

If the applications within categories exceed the number of places available, older children will have precedence.

Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

Monitoring Procedures

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every year. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible.

This policy was ratified by the Board of Management at a BoM meeting

Chairperson, BoM

Date: _____

Date: _____

The next review of this policy will occur before or during the school year _____.

Appendix 1

Goals

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for enrolment in the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It will make every effort to secure those resources – where the resources cannot be secured, the school may refuse enrolment. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Appendix 2

Roles and Responsibilities in Developing and Implementing this Policy:

Role of Board of Management

- To ensure that a policy is in place and that it is reviewed.
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
 - a) For the purposes of fostering and appreciation of learning among students attending the school and
 - b) Encouraging regular attendance at the school on the part of all students

Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parents confirm in writing their acceptance of the Code as an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school a copy of the Code of Behaviour
- Where a child is refused enrolment, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

Role of Teaching Staff

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

Role of Students

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

Role of Parents

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

Appendix 3

Policy Considerations

The Board of Management of Scoil Íosagáin reserves the right to refuse an application for enrolment in exceptional circumstances. For example,

1. 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 an appropriate education, or
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Scoil Íosagáin, in its Enrolment Policy, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Skills class size directives
- Appropriate Supports and Resources are available
- Time of school year