

Enrolment Policy Scoil Íosagáin 2012-2013

Introduction

The Board of Management of Scoil Iosagain herein outlines its policy for enrolment for the School Year 2012-2013 in accordance with the provisions of the Education Act 1998 and the Education (Welfare) Act 2000. The Board of Management trusts that in so doing you, our parents and guardians, will be assisted in relation to enrolment matters.

Aims of this policy

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To specify what information is required by the school at the time of application

Our School

The name of our school is Scoil Íosagáin.

Scoil Íosagáin is a happy school community and it is our privilege to provide an education for the boys and girls entrusted to our care. Providing a model of integration, all pupils can learn together, play together and grow together in a school community that supports inclusion and celebrates difference.

At Scoil Íosagáin we aim to provide our pupils with a happy and safe environment in which they will learn.

We cater for all aspects of the child's development by providing a good all-round education, which will meet his/her intellectual, spiritual, physical, social, emotional and cultural needs.

Our address is: Saint Mary's Road, Buncrana, County Donegal

Telephone/Fax: 074 9362450

E mail: siosagain@eircom.net

Website: www.scoiliosagain.ie

Scoil Íosagáin is a Catholic school under the patronage of the Monsignor Eamonn Martin, Administrator, Diocese of Derry.

The chairperson of Scoil Íosagáin is Fr. John Walsh, Parochial House, Buncrana.

The Principal is Sinead Mc Laughlin.

The total number of teachers in the school for the coming school year is 43. This includes the Principal, Deputy Principal 25 mainstream teachers, 9 support teachers and 7 teachers for pupils in special classes

Scoil Íosagáin promotes a policy of integration of pupils with Special Educational Needs into mainstream classes having regard to the individual needs of all pupils and the provision of resources and funds by the Department of Education and Skills.

The total number of Special Needs Assistants is 26.

Scoil Íosagáin is a co-educational school and the full range of classes is taught from Junior Infants to Sixth class. We also have classes for pupils with Autism and pupils with General Learning Disabilities including Moderate and Severe and Profound.

Our 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. The admissions policy of Scoil Íosagáin can only be implemented having due regard to these available funds and resources.

Scoil Íosagáin 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 Board of Management and staff of Scoil Íosagáin support the principles of:

- Inclusiveness-that is, the rights of children with special educational needs to be educated in our school
- Equality of access and participation in our school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

Our school day starts at 9.20am. Children should not arrive before 9.10am. School closes at 2pm for Junior and Senior Infants and at 3pm for all other classes.

Application and Enrolment Procedure

The application procedure begins in January. Notice is placed in the Parish Newsletter and in local newspapers. Parents/Guardians who wish to enrol their child in Scoil Íosagáin should call to the School Reception, collect an Enrolment Form provided by the school and return it as soon as possible. Forms may also be downloaded from the school website.

The closing date for receipt of applications is usually the middle/end of May. Notice of the closing date will be published in the Parish Newsletter and in local newspapers. Completion of this form, however, will not automatically entitle any child to a place in the school.

If places are available late applications will be accepted.

An Information Evening for Parents/Guardians will be held in the Spring Term. This will afford an opportunity for parents/guardians to meet with school staff and pupils. It will also be an opportunity to learn about the school, including organisational and curriculum issues.

Parents/Guardians will be notified in writing, as soon as it is possible to do so, if their child has secured a place in our school. Parents/Guardians will be expected to accept the place offered to them within 14 days of the offer being made. Failure to do so may result in the place being forfeited if there is a waiting list.

Parents/Guardians of children with Special Educational Needs are asked to supply a copy of Psychological and/or Medical reports and/or Assessment of Need reports with their application. If an up-to date report is not available the Board may request that the child be assessed immediately. The purpose of the assessment/reports is to assist the school in establishing the educational needs of the child and the resources/services that will be required to ensure that the child's needs are met.

Where the Board deems that such resources are not available in the school, it will, prior to enrolment, request the Department of Education and Skills and/or the National Council for Special Education to provide the resources necessary to meet the needs of the child as outlined in the psychological/medical reports. The Principal or nominated teacher will meet with the parents/guardians of the child to discuss the child's needs and the school's suitability in meeting those needs. The Principal or nominated teacher will also meet with other professionals who have been involved with the child with a view to organising a multi-disciplinary meeting to discuss how the school can best support the child's needs.

The Board of Management will not refuse a child on the basis of disability. However it may be necessary for the Board to defer *admission* pending the receipt of an assessment/medical report and/or the provision of appropriate and adequate resources by the Department of Education and Skills/National Council for Special Education to meet the child's needs as specified in the assessment/medical report.

A Transition into School Programme will take place towards the end of May/beginning of June. This will involve parallel workshops for children and parents over a three week period. Places are limited and will be awarded on a "first come first served" basis.

This Transition Programme will be extended for children going into special classes to include a number of visits to the school and to the classroom. The special class teacher will also visit the child in his/her pre-school setting.

Parents/Guardians and children will be invited into school to meet their teacher and the other boys and girls who will be in their class in June.

Parents/Guardians will be given a School Information Book containing a copy of the school's Discipline Policy/Code of Behaviour and a copy of the school's Anti-Bullying Policy. The school's Child Protection Guidelines and Policy will also be included in the Information Book.

Parents/Guardians will be given a small “reading book” with pictures of their child’s teacher, classroom and other key places in the school.

Parents/Guardians will be given a small activity book to complete with their child over the summer. This will be returned to school during the first week of September. It will serve as a useful home/school link, showing the child’s likes/dislikes etc.

On acceptance of a place at Scoil Íosagáin parents/guardians will be required to give the school the following information:

- Pupil’s name, address and Date of Birth. If the pupil was born outside of the Buncrana parish a Birth **and** Baptismal certificate must be provided
- Pupil’s PPS Number
- Name and addresses of pupil’s parents/guardians
- Contact telephone numbers
- Other contact numbers in case of an emergency
- Details of any medical conditions that the school should be aware of
- Religion
- Previous schools attended, if any, and reason for transfer, if applicable
- Permission to give pupil’s details-name, address, date of birth and names and addresses of parents/guardians, to the area medical team to facilitate visits by dentist, doctor or nurse from time to time
- Any other information which may be prescribed under the Education Welfare Act, 2000, Section 19.

All such information given to the school will be held in the strictest confidence.

Decision making

Decisions in relation to applications for enrolment at Scoil Íosagáin are made by the Board of Management in accordance with school policy. As a general principle and in so far as is practicable in regard to this policy, children will be enrolled on application providing space is available.

Children starting school and going into a special class, or pupils transferring into a special class will require a recommendation from Donegal Autism Services and/or Clinical Psychology/Assessment of Need team and/or the National Educational Psychology Service (NEPS) that Scoil Íosagáin is an appropriate educational setting.

In providing places in our school the Board of Management is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years upwards, though compulsory attendance does not apply until the age of 6 years.

Children must have reached the age of 4 years by the last day in September of that year for enrolment to Junior Infant classes. Children will not be enrolled until their 4th birthday has been reached i.e. a child who celebrates his/her 4th birthday on September 8th will be enrolled on that day if his/her application has been successful.

The Board is also bound by the relevant Department of Education and Skills regulations in relation to class size. Moreover, for the school year 2012-13 this school is entitled to 25 mainstream teachers only and 7 special class teachers.

In the event of the number of applications exceeding the number of places available the following priorities have been agreed:

- Priority is given to Catholic children residing in the Buncrana Parish. If the enrolment is over subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
- Brothers and sisters, including half brothers and sisters and step-brothers and sisters of children already in the school or who have attended the school in the past.
- Children of current staff.
- Children of parents who are past pupils of the school. If the enrolment is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
- Children of all denominations or none who are resident in the Buncrana Parish.

Where a child is refused admission The Board of Management will advise the parents/guardians of their right of appeal to the Trustees and the Department of Education and Skills.

All children enrolled in Scoil Íosagáin are expected to comply with and support the school's Discipline Policy/Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

Parents/Guardians are advised that in the event of continuous serious misbehavior as defined in the school's Discipline Policy that the Board of Management reserves the right to authorise the Chairperson or Principal to exclude a pupil or pupils from school. The maximum initial period of such exclusion shall be three school days.

If a further period of suspension is deemed necessary the Board will meet to determine such suspension as per Rule 130, Rules for National Schools.

The Board of Management will monitor the implementation of all aspects of the Policy and amend the Policy as required.