

Enrolment/Admissions Policy St. Canice's N.S.

Introduction:

This is the Enrolment/Admissions Policy of St. Canice's N. S. as agreed by the Board of Management in accordance with the provisions of the Education Act 1998. The policy is designed to assist parents in relation to enrolment matters. The chairperson of the Board of Management, Ms. Marguerite Ahearne, Millbanks, Rosbercon, New Ross and/or the Principal teacher, Ms. Rachel O'Donnell 051 422813, will be happy to clarify any matters arising from the policy.

General Information:

St. Canice's N.S.
Rosbercon
New Ross
Co. Wexford
Tel 051 422813
Email address : stcanicesns@gmail.com

The official school hours are as follows:

Junior & Senior Infants: 8.40a.m. - 1.30p.m

All other classes: 8.40a.m. - 2.30p.m

For the first 2 weeks of Term 1 Junior Infants go home at 12.30 p.m.

The Board of Management will not extend a duty of care outside these hours except for authorised school related activities.

- St. Canice's N.S. is a Roman Catholic school under the Patronage of the Roman Catholic Bishop of Ossory.
- 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 instruction 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.
- Children of other faiths or none are welcomed and cherished equally. They are accommodated in faith formation and practice as appropriate.
- Taking into account the Departments' 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;
 - Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Education in St. Canice's school is characterised by care for the individual, answering the child's many needs within the framework of a well-structured environment. We seek to enrich the child, preparing her/him for life. The educational environment seeks to encourage the child to be confident, appreciative, independent and creative, in short to be an active learner at her/his own rate. We view education as not just the development of the intellectual life of the child but equally as the development of her/his spiritual, moral, aesthetic, emotional, physical and social life.
- There are 14 teachers in the school including an administrative principal, ten class teachers and 3 Resource / Learning Support Teachers.
- The school is co-educational with ten single stream classes from Junior Infants to 6th Class.
- The school depends on the grants and teacher resources provided by the Department of Education & Science and is operated within the regulations laid

down by the Department. School policy is formulated taking into regard the resources and funding available to the school.

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

Application procedure:

All applications for enrolment must be made on the school enrolment application form (copy attached). Evidence of address e.g. current ESB/telephone bill and date of birth e.g. birth cert/passport should also be provided. These will be copied and the originals returned to the applicant. All documents will be returned to unsuccessful applicants. The parents/guardians will be given a copy of the school's enrolment policy.

Parents are informed that acceptance of an application for enrolment is not a guarantee of a school place.

Parents/guardians are requested to visit the school and speak with the principal when considering making an application to the school. The principal will inform the parents/guardians of the school's enrolment policy and when they can expect a decision on their application. All applications to be received by the end of school day (2.30 p.m.) on the first Friday in February. Parents/guardians will be notified in writing of the Board of Management's decision, within 21 days of the closing date.

Applications for enrolment for the following school year **only** are accepted from Sept 1st to the first Friday in February. Applications are date stamped on receipt. Multiple applications on the same date are assigned a number on opening. Any application received after the closing date will automatically be placed at the end of the waiting list if there are no vacancies.

The Board of Management will communicate with the school community through school newsletter, parish newsletter and local newspapers outlining the application for enrolment procedures. This will ordinarily be done in the first week of January.

Decision Making:

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

The Board of Management will have regard for any relevant Department of Education & Science guidelines in relation to class size or staffing provision and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of the children.

The Board of Management is bound by the Department of Education & Science's rules for National Schools, which provide that pupils may only be enrolled from the age of 4 years and upwards.

The BOM reserves the right to refuse an application for admission in exceptional circumstances.

As a general principle, and in so far as is practicable having regard to the school's enrolment policy, a child will be enrolled **in Junior Infants** on application, provided that there is a place available.

Otherwise, in the event of the number of children seeking enrolment in Junior Infants exceeding the number of places available, the following criteria will be used to allocate places:

- 1) Children under the age of 4 on the 1st of September will not be enrolled in the school.
- 2) Children living in the parish of Rosbercon will be given priority. This will be done on a first come first served basis.
- 3) Any places not filled under (2) will be allocated to children from outside the parish of Rosbercon whose siblings already attend or have attended the school. This will be done on a first come first served basis.
- 4) Any places not filled under (2) and (3) will be allocated to children of staff members. This will be done on a first come first served basis.
- 5) Any remaining vacancies will be filled on a first come first served basis.

The following criteria will be applied if there is an application for a place, provided a place is available, in Senior Infant to 6th classes:

- a. Children of families living in the parish of Rosbercon will be given priority. This will be done on a first come first served basis.
- b. Any places not filled under (2) will be allocated to children from outside the parish of Rosbercon whose siblings already attend or have attended the school. This will be done on a first come first served basis.

Provision of key information by parents/guardians:

A specific enrolment application form will be provided for this purpose (copy attached).

The following information will be required when children are being enrolled:

- Pupil's name, age, address; PPS no
- Pupil's religion as notified by the parents/guardians
- Names and addresses of pupil's parents/guardians;
- Contact telephone numbers;
- Contact telephone numbers in case of emergency;
- Details of any medical condition of which the school should be aware;
- Previous schools attended, if any, and reasons for transfer, if applicable;

- Any other relevant information (including any such other information as may be prescribed under the Education Welfare Act, 2000).

Right to appeal:

Under Section 29 of the Education Act 1998 parents have the right to appeal a refusal by the Board of Management to enrol a student. Any letter to parents refusing enrolment will state this right and the associated timeframe. Copies of the appeal form and circular 22/2002 containing information re the appeals procedure will be made available on request.

Enrolment of Children with Special Needs:

The Board of Management welcomes children with special needs. The school requires full information in advance from parents of children with special needs so it can apply in advance to the Dept. of Education & Science for the resources to support the student.

The Board of Management may request a copy of the child's medical and/or psychological report, or where such a report is not available, may 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.

On receipt of the report the Board of Management shall assess how the school can meet the needs specified in the report. Where the Board of Management deem that further resources are required, it shall, prior to enrolment, request the Department of Education & Science to provide the resources required to meet the needs of the child as outlined in the medical and/or psychological report. The school shall meet with the child's parents/guardians to discuss the child's needs and the school's suitability or capability in meeting these needs.

Pupils Transferring:.

It is desirable that pupils, newly resident in the area, transfer to the school at the beginning of a school term or half term but subject to school enrolment policy and space being available.

Pupils transferring from neighbouring schools may only do so at the beginning of school year subject to the school's enrolment policy and space being available.

Junior Infants will only be admitted to the school during the month of September except in the case of children transferring from another national school, subject to school enrolment policy and space being available.

If there is an extenuating circumstance, the Board of Management may make an exception for an admission date, on a case by case basis.

Code of Behaviour:

Children enrolled in St. Canice's NS are required to co-operate with and support the school's Code of Behaviour. The B.O.M. requires parents / guardians to be responsible for ensuring that their child / children co-operate with this policy in an age appropriate way.

The school's code of conduct will be distributed with the offer of a place in the school. Parents of children being enrolled must sign and return a statement saying that they have read and agree with the School's Code of Behaviour. The signed document will be kept on file.

This policy was reviewed and adopted by the Board of Management at its meeting of 26/06/2018

Signed: _____

Chairperson of Board of Management

Date:

Application for Enrolment Form

Name of Child (as on birth cert.) _____

Home Address _____

Date of Birth _____

Name(s) of siblings who attend /have attended the school:

Contact Telephone number _____

Email address: _____

Please enclose birth certificate & evidence of address (e.g. utility bill) with your application.

We will return these to you in the event of an unsuccessful application.

Please note that acceptance of an application for enrolment is not a guarantee of a school place.