



St. John the Baptist Boys' National School
Downey Street, Pennywell, Garryowen, Limerick.
Email: office@sjtbb.ie
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Enrolment Policy

ST. JOHN THE BAPTIST BOYS' NATIONAL SCHOOL

SECTION 1: GENERAL INFORMATION

Introduction

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management/Managers trust that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management/Managers and the principal teacher, both of whom can be contacted through the school, will be happy to clarify any further matters arising from the policy.

St. John the Baptist Boys' 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.

<i>School Name:</i>	St. John the Baptist Boys' National School
<i>School Roll Number:</i>	16715H
<i>School Address:</i>	Downey Street, Pennywell, Limerick
<i>Telephone No.:</i>	061 312 411
<i>Denominational Character:</i>	Roman Catholic
<i>Name of Patron:</i>	Bishop of the Diocese of Limerick
<i>Total No. of Teachers:</i>	5.5

Range of Classes Taught: 2nd class to 6th class

Gender Orientation of School: male

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. 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.

SECTION 2: ENROLMENT PROCEDURES

Application Procedure

Provision of Key Information by Parents/Guardians

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained by contacting the school or on the school's website.

A registration form also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enroll.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

Decision Making

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

The Board/Managers will have regard for relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board/Manager 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 and upwards, though compulsory attendance does not apply until the age of 6 years. As St. John the Baptist Boys' National School only enrolls children from 2nd class, children applying to enroll in the school must have reached the age of 7 years by August 31st of the year they will commence in the school.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Children of staff members, priority eldest ;*
4. *Random selection (independently verified).*

The Board of Management/Managers reserve the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Skills' Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.
- Health and Safety.

Admission Day/Date

Second class pupils, with the exception of pupils transferring from another school, may only be admitted to the school prior to 30th September in any year.

Enrolment of Children with Special Needs

On enrolment of children with special needs, the Board of Management/Managers will request a copy of the child's medical and/or psychological report or where such a report is not available, will 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/Managers will assess how the school can meet the needs specified in the report. Where the Board/Managers deem 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/guardians 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, in certain circumstances, be necessary for the Board of Management/Manager to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

Pupils Transferring

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress. Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which will be furnished to each parent/guardian.

SECTION 3: APPEALS

The Board of Management/Manager of St. John the Baptist Boys' 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/Manager in relation to a refusal to enrol in the letter issued 21 days after the closing date for 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/Manager refuses to enrol a pupil in the school, the parent/guardian of the pupil 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/Manager, and clearly state the grounds for the appeal. The Board of Management/Manager 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 to 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

SECTION 4: EXCEPTIONAL CASES

The Board of Management/Managers of St. John the Baptist Boys' National School reserve 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 pupil with an appropriate education, or
2. In the opinion of the Board of Management/Managers, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

SECTION 5: POLICY APPROVAL/RATIFICATION

The policy was ratified by the Manager of St. John the Baptist Boys' National School on .

Signed: _____

Manager

Date: _____

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



APPENDIX (1)

Enrolment Application Form

St. John the Baptist Boys' National School

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Name and class of Sibling(s) currently enrolled: _____

Parish in which the applicant resides _____

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed enrolment applications must be returned to **St. John the Baptist Boys' National School** no later than 3 pm on the second Monday in February each year.