

Management's criteria for selection is outlined below. The Board of Management shall exercise its discretion in the application of the criteria.

- Whether there are siblings of the proposed new entrant already attending the school;
  - Ages of the children;
  - Parish boundaries/Diocesan Policies;
  - First come, first served;
  - Ethos considerations (Equal Status Act/ Section 7), and
  - Lottery;
  - Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc;
- The Board of Management will also have regard for any relevant DES guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.
  - 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 four years and upwards, though compulsory attendance does not apply until the age of six years.
  - The Board of Management of Scoil na mBuachaillí would prefer if children were closer to five years of age (than four) when enrolling in Junior Infants.

### RESOURCES/IMPLICATIONS

- Policies are updated regularly and available on enrolment day.
- Regular contact with the Department, NEPS and the local SENO to ensure support services for the children with Special Needs.

### MONITORING/EVALUATION/REVIEW

- This policy to be reviewed at intervals to assess its effectiveness.

*This policy was first drawn up on 28/02/01, Reviewed 07/05/03, April 04, September 05, October 05 and February 06, October 08, March 2013*





## AIMS / PURPOSES

- To clarify issues relating to enrolment/admissions/readmissions.
- To ensure in as far as possible, that in the case of Special Needs Pupils and EAL pupils etc, the proper support services would be present on enrolment.
- To define the procedures involved for all concerned.

The Board of Management wishes to state that it is setting out its policy in accordance with the provisions of the Education Act 1998, that the board of management trusts that by so doing parents will be assisted in relation to enrolment matters and that furthermore, the chairperson of the Board of Management, (Mrs. Noreen Minihan, Scoil na mBuachaillí, Clonakilty) and the principal teacher, (Barth Harrington, Scoil na mBuachaillí, Clonakilty) will be happy to clarify any further matters arising from the policy.

## GENERAL INFORMATION

**School:** Scoil na mBuachaillí, Clonakilty  
**Contact Details:** 023-8834487 / [info@snbclonakilty.com](mailto:info@snbclonakilty.com) / <http://www.snbclonakilty.com>  
**School's Patron:** Most Reverend Bishop John Buckley  
**Denomination:** Scoil na mBuachaillí, Cloch na gCoillte has a Catholic Ethos  
**Staff:** There are 18 teachers in the school, which includes -

- Principal

Principal and the Chairperson.

- If a parent wishes to enrol a child from another school (in the state or outside the state) reports, attendance records, Baptismal Cert (if applicable) etc are requested.

### Children returning to our school

- If a child leaves our school and then returns at a later date, a ReAdmission form has to be completed.

### High numbers in classes

- This issue will be decided upon at the time in consultation with the Board of Management and the Staff.

### Repeating Classes

- The issue of a child repeating a class will be dealt with on merit, in consultation with the Principal and teacher. The Board of Management will also be consulted on this matter.

### Skipping Classes

- It is school policy that pupils would not under any circumstances *skip a class* - all children will attend for the eight years - Junior Infants - Sixth class.

### Parent's Role

- All parents of Scoil na mBuachaillí are expected to support and co-operate with the school in the best interests of their child.

### Decision Making

- Decisions in relation to applications for enrolment are made by the board of management of the school in accordance with school policy.
- 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.
- Accordingly, in the event that applications for enrolment exceeds/is expected to exceed the number of places available, the Board of

less the nature or degree of those needs of the child is such that to do so would be inconsistent with -

- a. the best interests of the child as determined in accordance with any assessment carried out under this Act, or
- b. the effective provision of education for children with whom the child is to be educated.”

[2004.] *Education for Persons with Special [No. 30.] Educational Needs Act 2004.*

- The above statement has been taken from the *Education for Persons with Special Educational Needs Act 2004* and the Board of Management feel that it should be included in our Enrolment Policy to enable the Board to make decisions on the enrolment of children with Special Needs.
- Where it is recommended in medical and / or Psychological Report that a pupil should attend a Special Class / School, the school will advise and assist parents with this recommended option.

#### **Asylum Seekers / Non Nationals / Non - English Speaking Pupils / EAL Pupils**

- Asylum Seekers / Non Nationals / Non - English Speaking Pupils are also very welcome in Scoil na mBuachaillí. The Board of Management will endeavour to access the appropriate support services and resources for these children.

#### **Children transferring from another school**

- The Board of Management agree that pupils may transfer to the school at any time, subject to school policy (outlined below and in the rest of this document), available space, and in some cases, the approval of the Department of Education and Skills.
- If the child is transferring from a neighbouring school, the parent will be encouraged to first contact the principal and teacher in the school the child is transferring from and discuss the matter with them.
- A meeting with the principal and the new parents will be arranged before admission is accepted.
- A Board of Management meeting in certain circumstances may be held to further discuss the admission - at the discretion of the

- 10 mainstream class teachers
- 5 Resource Teachers
- 1 Language Support teachers
- 4 Special Needs assistants
- Shared LSRT Teacher on Knockskeagh N.S. staff

The following also work in the school on a regular basis:

- Visiting Teacher for the Deaf
- Occupational Therapist, Physiotherapist and Speech Therapist employed by Coaction
- Part-time Elocution Teacher
- Part-time French Teacher
- Part-time Brass Instruments Teacher
- Part-time Music Teacher
- Part-time Drum Teacher
- Rugby Coach - employed by Clonakilty Rugby Club
- GAA Coach - employed by Clonakilty GAA Club
- Secretary
- Caretaker

**The range of classes taught:** Junior Infants - Sixth class. It is an all boys' school.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and that it operates within the regulations laid down, from time to time, by the Department. School policy must have 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);

**School Hours:** 9.10a.m. - 2.00p.m. (Infants),  
9.10 a.m. - 3.00p.m. (1st - 6th)

**Extra Curricular Activities:** Usually run until 4.00 p.m. in the case of Chess, Basketball etc but may occasionally run later.

## PROCEDURES/GUIDELINES

- Enrolment of pupils will usually take place in early **February for two days (around the 11th or 12th of the month)**.
- Enrolment day will be advertised by mention in the local newsletter, local newspaper and by poster (erected in local shops, businesses and pre-schools).
- Enrolment takes place between **2.10p.m. and 3.00p.m.** on these days (unless by prior arrangement with the principal/teacher).
- Recently we have also had **Open Days** and this starts at **1.30 p.m.** where parents and children are given a tour of the school.
- Parents must complete an **Admission Form, Acceptable Use Policy Form** and **Lunch Time Indemnity Form** (if appropriate).
- Parents are given copies of relevant policies on the day - *School Brochure (which includes School Uniform and Tracksuit)* and *Healthy Lunch Policy*
- A Letter sent to Parents of new children during the Summer Holidays, informing them of things to bring on the first day of school etc.
- An information meeting is held in October for all new parents and is addressed by the Principal, class teacher, Resource/LSRT teacher, Special Needs Assistant and Parent's Association representative. At the meeting copies of other relevant policies are distributed e.g. *Code of Discipline, Anti-Bullying Policy, Substance Use Policy, Acceptable Use Policy, RSE Policy, Homework Policy and Safety Statement*.

### **Admission day/date:**

- The Board of Management will normally admit junior infants to the school on 1st September unless there is a valid reason for enrolling the child at a later date.

### **Children with Special Needs**

- Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act, 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.

- In relation to applications for the enrolment of children with special needs, the Board of Management, will request a copy of the child's medical and/or psychological report and/or relevant report or where such a report is not available, to 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 disability or special needs and to profile the support services required.
- Following receipt of the report, the board will assess how the school could meet the needs specified in the report. Where the board deems that further resources are required, it will, **prior to** enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological 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, SET teachers, special needs assistant, specialised equipment or furniture, transport services or other.
- The school (this may include the Principal, Chairperson, Resource Teacher and another member of the Board of Management if appropriate) may meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full-case conference involving all parties should be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, SET teacher or psychologist, as appropriate.
- "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs un-