



Gaelscoil Bhríde

General Enrolment Policy

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 trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, An tUas. Antóin Ó Briain and the principal teacher, Labhaoise Ní Chuinneagáin, will be happy to clarify any further matters arising from the policy.

Gaelscoil Bhríde 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>	Gaelscoil Bhríde
<i>School Roll Number:</i>	19968F
<i>School Address:</i>	Bóthar na Naomh, Durlas Éile, Co. Thiobraid Árann
<i>Telephone No.:</i>	0504 21497
<i>Denominational Character:</i>	Roman Catholic
<i>Name of Patron:</i>	Dr. Kieran O Reilly, Archbishop of Cashel & Emly
<i>Total No. of Teachers:</i>	12
<i>Range of Classes Taught:</i>	Junior Infants – Sixth Class
<i>Gender Orientation of School:</i>	Co - educational

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

Parents who wish to send their child to the school must meet with the school principal and complete an application for enrolment form. Information requested on this form will include: name, age, address, and permanent telephone numbers. A registration form (Appendix 2) 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 enrol. This form will request emergency telephone contact numbers, medical information about the child, religion and other relevant information as required by the 2000 Education Act. The BOM will accept applications for enrolment up to 2.30 pm. on the 31st January of the year in question. Late applications may be considered after this date if space allows. A sign erected at the school gate communicates enrolment procedures to the school community and beyond, along with notification on the school website.

Key Information for Parents

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained by contacting the school and by making an appointment with the school principal.

A registration form (Appendix B) 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 enrol.

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 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 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 is bound by the Department of Education and Skills's *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. Children applying to enrol in Gaelscoil Bhríde must have reached the age of 4 years by August 31st of the year they will commence 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 or previously enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children of school staff, including ancillary staff, priority eldest ;*
3. *All other applicants, priority eldest.*

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education 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.

Enrolment of Children with Special Needs:

On enrolment of children with special needs the Board of Management 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 will assess how the school can meet the needs specified in the report. Where the Board deems 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 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 with other religion/no religion

Taking the Catholic ethos of the school into account, every effort will be made to ensure the school is as inclusive as possible. Although the Catholic ethos permeates all we undertake in Gaelscoil Bhríde, a pupil may be excused from formal Religious Instruction where a written request has been received, but no formal teaching will be available in any other religion.

Pupils transferring

Applications for enrolment during the junior infant school year will be considered subject to school policy, available space and the provision of full information concerning attendance and the child's educational progress to date. Such applications will be considered on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area. Applications for a transfer from parents of children in other Gaelscoileanna and gaeltacht schools in classes other than Junior Infants are also dealt with on a case by case basis. Transfers from English Medium schools into classes other than junior infants which may impact negatively on the All Irish ethos of the class/gaelscoil will be considered but only in the most exceptional circumstances.

Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Discipline.

Section 3: Appeals Process

The Board of Management of Gaelscoil Bhríde 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 no later than 21 days from the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision. If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student 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, and clearly state the grounds for the appeal. The Board of Management 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 of Gaelscoil Bhríde reserves 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 student with an appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Section 5: Review and Monitoring

The policy was ratified by the Board of Management of Gaelscoil Bhríde.