

# Enrolment Policy Scoil Bhríde



*The following is the Enrolment policy for Scoil Bhríde and is set out in accordance with the provisions of the Education Act 1998, Section 15 Subsection 2 and was last amended on 30/09/2019.*

## **A. General Information**

The B.O.M of Scoil Bhríde trusts that by defining its policy in term of the requirements of the Act that parents will be assisted in relation to enrolment matters and that furthermore, the Chairperson of the B.O.M, MS. IMELDA BYRNE, Principal MR. FRANK KEANE (091-525052) will be happy to clarify any further matters arising from the policy.

Scoil Bhríde is a Catholic school under the patronage of the Bishop of Galway, Bishop Martin Drennan. Our school is a Presentation school and reflects the ethos of the Presentation Order.

The school focuses on the education of its students in partnership with parents, the Department of Education and Science and the community at large. The school is committed to the highest standards of education in an environment where all are equal and where the child's potential is developed to its fullest.

A list of opening and closing times is available from the office on request in an effort to facilitate parents, teachers and children.

At present there are    Teachers on the school staff. The staff includes:

- An Administrative Principal
- 10 Classroom Teachers
- 3 Teachers for Learning Support under the General Allocation System.
- 7 SEN teachers
- 1 SEN Clustered position
- 1 Special Class.
- 1 EAL
- 1 HSLO on a shared basis with Presentation Primary.
- 1 Teacher in the Early Start Unit.

Scoil Bhride is a co-educational school that caters for children from the infant stream through to sixth class. The school is dependant on annual and other grant aid and operates within the regulations laid down by the Department of Education and Science.

The school follows the Curricular programmes prescribed by the Department of Education and Science that may be amended from time to time, in accordance with Section 9 and 30 of the Education Act.

Scoil Bhride within the context and parameters of Department of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available supports the principals of inclusiveness, particularly with reference to the enrolment of children with a disability or other Special Education Need; equality of access and participation in the school; parental choice in regard to enrolment and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

## **B. Specific Application Procedures**

1. Parents wishing to enrol a child in Scoil Bhride are asked to fill an enrolment form and return to office with a copy of a birth certificate and/or baptismal cert.
2. The names of children returning enrolment forms will be placed on a waiting list.
3. Equality of access is the key value that determines the enrolment of children in our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, refugee status, religious/political beliefs and values or family or social status.
4. While recognising the right of parents to apply for enrolment of their child in the school of their choice, the B.O.M. of Scoil Bhride is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. The B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind: (a) size and available space in classrooms. (b) Educational needs of a particular age. (c) Presence of children with Educational/Behavioural/Emotional needs. (d) DES maximum class directives. (e) Multi-Grade Classes.
5. In the event of the number of children seeking enrolment in any given class exceeding the number of spaces available preceding or during the school year the following criteria will be used to prioritise children for enrolment: (a) Brothers and Sisters (including

step-siblings, resident at the same address) of children already enrolled. (b) Children living within the school catchment area as defined by the patron. (c) Children of current staff. (d) Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is outside the agreed catchment area. Children wishing to enrol for Junior Infants in Scoil Bhride must be four years at the commencement of the school year in September. Children who are four during September may be accepted upon reaching four up to and including the 30<sup>th</sup> of September. Priority to enrol in the Junior Infant Stream will be given to children attending Scoil Bhride Early Start Programme.

6. There is an enrolment period and parents are asked to return completed forms before the Easter holidays of any school year. This is to facilitate the completion of class lists for the following September.
7. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National schools. A Letter of Transfer, School Attendance Records and all relevant standardised test results are required before the school considers a transfer. Children's Psychological Reports are also requested in the case of children with Special Needs on enrolment and these children will be enrolled in accordance with the level of resources provided by the DES to the B.O.M.
8. Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.
9. Children enrolled in our school are required to co-operate with and support the school/B.O.M.'s Code of Behaviour as well as all other policies on curriculum, organisation and management. The B.O.M. places parents(s)/Guardians responsible for ensuring their child/children cooperate with said policies in an age appropriate way. In accordance with DES rules for National schools, a child may be suspended. These policies may be added, amended or revised from time to time.
10. Parents should be aware that in the event of a serious breach of the school's code of discipline, the B.O.M. may offer reference to the requirements of Section 24 of the Education Welfare Act 2000 and guidelines on code of behaviour used by the NEW permanently exclude a student.

### **Amendment to Section B Specific Application Procedures:**

The Board OF Management have made two amendments to the school enrolment policy having completed a Section 29 Hearing Process and on the recommendations made by relevant professionals during the course of the process. (September 2019)

1. Any child whose application comes through TÚSLA or related bodies will have the name submitted at a Board meeting for acceptance. The Board will seek all necessary information in regard to the application prior to making a decision in regard to enrolment.
2. The Board of Management refer to children who have engaged with the EWO, SENO,, CAMHS, NEPS , Early Intervention, Social Work Department , or any other TÚSLA related agencies ( September 2019)
3. In accordance with the Education Welfare Act 2000 and the Education Act 1998 where the B.O.M. of Scoil Bhríde refuses enrolment to a student the decision may be appealed to the DES. Our school's assigned Education Welfare Officer will assist parents with any necessary appeal and can be contacted at TESS Offices.
4. The Board of Management reserve the right to refuse to refuse enrolment of child expelled from another school. The Board make a decision based on the complex needs of the children currently attending the school and in the best interests of the children currently enrolled in the school. ((September 2019)

5.

## **Applications for places in the Special Class**

The following amendment has been added to the school's enrolment policy to cover all applications to the Special Class.

1. The school operates a Special Class designated for children assessed and diagnosed with MGLD (Mild General Learning Disability (56-69) ).
2. The eligibility criteria for the class are as follows: (a) The applicant has to have a diagnosis confirmed by a relevant professional and meet the criteria for MLGD (IQ 56-69) and (b) the applicant who meets the eligibility criteria and for whom a place in the class is deemed appropriate may apply for a place in the Special class.
3. The school has an Admissions Committee and the function of the Admissions committee is to deal with enrolment in the Special Class.
4. The Admissions Committee will meet twice yearly. It will meet in September and May.
5. The Admissions Committee will consist of The Chairperson B.O.M., The Principal, The Special Class Teacher and an external member such as a teacher or Principal from another school with a Special Class or a Special School who will act as Chairperson.( A quorum of Three is necessary for the Committee to meet).
6. The May meeting will process applications for enrolment for the following September.
7. Any child enrolled in the school and meeting the above criteria will be allocated a place in the Special Class.
8. Where the school has available places concessionary may be offered to children with Borderline MLGD (70-79)
9. Where internal or external applications are made on behalf of children confirmed with MGLD the concessionary places will be rescinded.
10. The Admissions Committee will have final say in this regard.