



St. Margaret's National School,

Curraclloe, Enniscorthy, Co. Wexford.

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Roll Nr. 14492D

ADMISSIONS AND PARTICIPATION POLICY

General Introduction

This enrolment policy is being 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, Fr. Denis Kelly, Screen, Co. Wexford, and the principal teacher, Emer McCrea, St. Margaret's N.S., Curraclloe, Enniscorthy, Co. Wexford, Tel: 053 9137283, will be happy to clarify any further matters arising from the policy.

School Name: St. Margaret's N.S.

School Address: Curraclloe, Enniscorthy, Co. Wexford.

Telephone No.: 053 9137283

Denominational Character: Catholic School

Name of Patron: Bishop of Ferns

Total Number of Teachers in School: 6

Principal/Class Teacher

3 other Class Teachers

1 Resource Teacher

1 Learning Support Teacher

Range of Classes Taught: Junior Infants to 6th Class
All classes are mixed.

St. Margaret's N.S. depends on the grants and teacher resources provided by the Department of Education and Science 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.

Our school follows the curricular programmes prescribed by the Department of Education and Science, 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 education needs;
- 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.

Opening hours

9.20 a.m. to 3.00 p.m. : For 1st to 6th Classes

9.20 a.m. to 2.00 p.m. : For Infant Classes

Enrolment Procedures

Application Procedure

The Board of Management requires that parents who wish to enroll pupils in Junior Infants will be required to come to the school or make a written application. The Board should specify that it will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, other appropriate media, outlining the application for enrolment procedures. Parents will receive an Admissions and Participation Policy and a Code of Behaviour Policy with their application form. The Code of Behaviour must be signed by parents and returned to school. If parents refuse to sign Code of Behaviour, the B.O.M. may refuse admittance to that child.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. A specific enrolment application form may also be provided by the Board for this purpose. The information sought includes:

- *Pupil's name, age and address;*
- *Names and addresses of pupil's parents/guardians;*
- *Contact telephone numbers;*
- *Contact telephone numbers in case of emergency;*
- *Details of any medical conditions which the school should be aware of;*
- *Religion (optional)*
- *Pupil's P.P.S. Number*
- *Nationality*
- *Pupil's Mother Tongue (i.e. language spoken at home)*
- *Previous schools attended, if any, and reasons for transfer, if applicable; and any other relevant information [including any such further information as may be prescribed under the Education Welfare Act (2000)].*

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 receiving such information [as per Education Welfare Act (2000)].* 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.
- The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school
- The Board will have regard for relevant Department of Education and Science 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 Science'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.
- In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.
 - *Preference will be given to children permanently resident in Curracloe.*
 - *Castlebridge Parish or surrounding areas, that have traditionally come to Curracloe.*
 - *Whether there are siblings of the proposed new entrant already in the school.*
 - *Children of staff members.*
 - *Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc.*
 - *Ages of the children.*

If any category is oversubscribed age will apply.

- Applications to enroll in other class levels will be presented to the Board of Management and will be dealt with on an individual basis.

Admission Day/Date

The Board of Management may specify that Junior Infants may only be admitted to the school on 1 September (or the Board may indicate that its policy is more flexible and that, for example, pupils may be enrolled at any time during the month of September).

Enrolment of Children with Special Needs

St. Margaret's N.S. is welcoming of pupils with additional needs. Parents of children with special needs who wish to enroll in the school should do so at the earliest opportunity. This time may be needed to process the application and to ensure that any extra resources required will be present for the pupil on their first day at school. The application process for extra resources can take some time.

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 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 Department of Education and Skills 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, specialized equipment or furniture, transport services or other.

Members of the staff of St. Margaret's N.S. will meet with the parents of the child 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 or psychologist, as appropriate.

It may be necessary for the Board of Management to defer enrolment of particular child pending:

- The receipt of and assessment report; and/or
- The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and/or medical reports.

Transfer to/from other Primary schools

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills.

It is a requirement of the Board of Management that information concerning attendance and the child's education progress be communicated between schools [as per Education Welfare Act (2000)].

The principal will send a letter of transfer to the old school, requesting copies of relevant pupil information once the pupil has enrolled in this school.

Code of Behaviour

The school's Code of Behaviour is attached to the school's enrolment policy so as to adhere to the Education Welfare Act, 2000 guidelines by the National Education Welfare Board.

Children of Faiths other than Catholic or of no Faith

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeate the day children of other faiths or none, where request is made (**in writing**), will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction of other faiths.

Right to Appeal

Under Section 28 (1) (a) of the Education Act (1998) a Parent/Guardian may appeal against a decision not to enroll a child in a school. The appeal should be made in writing to the Board of Management through the Chairperson, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enroll.

Ratification and communication

This policy was ratified by: B.O.M. of St. Margaret's N.S.

Chairperson:

Principal:

Date: Dec 16

Date: _____

Review Date: As necessary

A copy will be disseminated to all members of staff. It will be available for perusal by all members of school community in the organisational policies file.