



Taunagh N.S., Riverstown, Co. Sligo.
071-9165605 taunaghns@gmail.com
Uimhir Rolla: 13196R



Enrolment Policy

General Introduction

This enrolment policy was formulated 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 and the Principal will be happy to clarify any further matters arising from the policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

School Name:	Taunagh N.S.
School Address:	Riverstown, Co. Sligo
Telephone:	071 9165605
Email:	taunaghns@gmail.com
Denominational Character:	Church of Ireland
Name of Patron:	Bishop of Kilmore, Elphin and Ardagh, Ferran Glenfield

Total Number of Teachers in the School:

Two mainstream class teachers and a shared Special Education Teacher.

Range of Classes Taught:

The full range of classes is taught in the school in a multi-class setting (Junior Infants, Senior Infants, 1st and 2nd class in the junior room downstairs, 3rd, 4th, 5th and 6th class upstairs in the senior room). Classes are of mixed gender.

Class starts at 9.10 a.m. and finishes at 2.50 p.m. Infant Classes finish at 1.50 p.m.

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)

Rationale:

- * This policy was formulated in accordance with the Rules for National Schools, rules 10, 64(1), 64(2), 65(5). It is in keeping with the Education Act 1998, Section 15, 2(D).
- * In order to ensure that the school can provide the services required for individual students, it is necessary to ascertain general information on the pupils' health and specific requirements they may have. These may be kept on record.
- * The constitutional right of every child between the ages of six and fifteen to an education in the school of his/her choice has been considered.
- * Within the context and parameters of Department regulations and programmes, the rights of the school patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:
 1. *inclusiveness*, particularly with reference to the enrolment of children with a disability or other special educational need;
 2. *equality* of access and participation in the school;
 3. *parental choice* in relation to enrolment; and
 4. *respect for diversity* of values, beliefs, traditions, languages and ways of life in society.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Taunagh N.S. is also responsible for the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children.

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

Relationship to School Ethos

This policy reflects the overall ethos of our school which states "We in Taunagh N.S. seek to uphold and express the doctrines, moral teachings, traditions, practices and customs of the Church of Ireland as defined by the General Synod. This distinctive spiritual and moral dimension under girds and permeates the core values and daily life of the school."

Aims

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures (Information Booklet)
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

Criteria for Enrolment

In the event of the number of children seeking enrolment in any given class/standard, exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or to recruit the required teaching staff), the following criteria will be used to prioritise children for enrolment.

- a) Brothers and sisters (including step-siblings, resident at same address) of children already enrolled - priority to oldest
- b) Children living within the parish
- c) Children of current school staff - priority to oldest

- d) Children whose home address is closest to the school (as measured by straight line on OS map) if the child is normally resident outside the parish/agreed catchment area.
- e) In the event of being unable to enrol a child/ren from categories a, b, or c in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c) for the subsequent school year over other children on the class waiting list.

Procedures

The board will communicate generally to the school community through appropriate channels e.g. newsletter, Diocesan magazine, or other appropriate media, outlining the application for enrolment procedures.

Applications for admission to Junior Infant Class should be made at the very latest by the **end of February** of the year in which it is expected that the child will start school. Late applications will be considered. The Board of Management will only consider applicant children **who are at least four years** of age on or before the school commencement year on the 29th August 2018.

The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by both parents or guardians. The form will be retained in the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications. An enrolment form must be completed.

If a pupil is refused admission, they will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Decisions on 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.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum and Administration.

Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources-where the resources cannot be secured; the school reserves the right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development.

Orientation Day

This will be organised by the principal. On this day, parents may come into the school with the children to be newly enrolled, and speak to the principal and teachers.

Admission Day will be the first day of the Autumn Term

Enrolment of Children with Special Needs

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, prior to enrolment, request the

Department of Education and Science, 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 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 a particular child pending:

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

Pupils Transferring

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 educational progress be communicated between schools (to come into being as per Education Welfare Act 2000).

Exemption from the study of the Irish Language shall be in accordance with Circular 12/'96

Parents/Guardians who are enrolling a child in Taunagh N.S. who is over the age of six and who has not previously attended school will be required to account for education received to date by the child and to consent to the child being assessed by a learning support teacher.

Parents/Guardians will be issued with an Enrolment Form/Code of Discipline/ Homework Policy.

Parents/Guardians shall be asked to sign a form permitting their child to attend R.S.E. classes.

Application for immediate admission in the current school year

- Application forms are available from the school Principal.
- Failure to fully complete forms will result in refusal to admit the applicant
- The behavioural record of a student in their previous school shall be considered
- The attendance record of a student in their previous school shall be considered
- Reports must be sent from previous school

Evaluation

The Board of Management of Taunagh National School will monitor the implementation of all aspects of the Policy and review and amend the Policy as required.

Review Procedure and Ratification

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management on an annual basis.

Approved by the Board of Management on the 14th March 2018.