

Convent Primary school Newport, Co. Tipperary

Enrolment policy:

Introduction:

The Board of Management of Convent Primary school Newport, Co. Tipperary sets out its enrolment and admission policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by doing so, parents will be assisted in relation to enrolments matters. The Chairperson of the Board of Management, Patrick O'Toole or the Principal, Ms. Miriam Foley, (061 – 378622) will be happy to clarify any matters arising from this policy. Decisions in relation to applications for enrolment are made by the Board of Management of the school.

Aims:

- To provide information for parents / guardians seeking enrolment for their child in the school
- To clarify the information required by the Department of Education and Science on pupils attending the school

General School Information:

Name of school: Convent of Mercy National School

Address: Newport, County Tipperary

Contact details: 061 – 378622

School website: <http://www.newportconventprimary.com>

E-mail: newportconvent.ias@eircom.net

Denominational character: Catholic

School patron: Archbishop Kieran O'Reilly

Number of teachers: 16; Eleven classroom teachers; Four Special Ed. Teachers (4 job sharing;) Administrative Principal; 1.5 S.N.A's. We also have 3 Temporary teachers on the Supply Panel)

Range of classes taught: Boys: Juniors – First;

Girls: Juniors - Sixth

School opening hours: 9.10 am to 1.50 pm (Infants)
9.10 am to 2.50pm (1st to 6th class)

Rationale:

This policy aims to ensure that the appropriate procedures are in place to enable to school:

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the mission statement of the school and legislative requirements
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Goals:

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

- To inform parents about the school, its programmes, activities and procedures
- 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 and current legislation
- To specify what information is required by the school at the time of application

Context, resources, school organisation and curriculum:

Convent Primary School supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The School acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student.

Our school will make every effort to secure those resources. The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time. The capacity of the school to implement its desired curriculum, its board range of educational programs, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year, our school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Roles and Responsibilities in developing and implementing this policy:

Roles of Board of Management:

- To ensure that a policy are in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate
- To decide on appeals by parents or students with respect to any decision(s) made by the principal / board
- To prepare and (submit to the Education Welfare Board) a statement of strategies regarding attendance.
- The Statement of Strategy will have regard to the guidelines issued by the Education Welfare Board and will set out the measures, the Board of Management proposes to adopt
- For the purposes of fostering and appreciation of learning among students attending the school and encouraging regular attendance at the school on the part of all students

Role of the Principal:

- To formulate a draft policy in consultation with the teaching staff, students, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parents confirm in writing, their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the Child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the trustees and the Department of Education setting out title and Address of each and advising of time limits

Role of Teaching Staff:

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular parent / teacher meetings and School Reports and by meeting with parents from time to time as required
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

Role of Parents:

- To support the policy and to cooperate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regards to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

Enrolment Procedure:

Enrolment takes place by written application during January each year. Parents will be notified of enrolment by letter, if they have given their name, through the local pre-schools, local Montessori, Newport Newsletter, Nenagh Guardian Newspaper, older family members in school and school website.

Parents/guardians will be required to fill in a specific application form. The application form includes:

- ❖ Pupils name, age and address
- ❖ Names and addresses of pupils, parents/guardians
- ❖ Contact telephone numbers
- ❖ Contact telephone numbers in case of an emergency
- ❖ Details of any medical conditions which the school should be aware of
- ❖ Religion
- ❖ Nationality
- ❖ Pre-school attended (if any)
- ❖ Previous schools attended (if any)
- ❖ Any other relevant information

Parents are requested to return the Application Form along with an original Birth Cert / Adoption Cert to the school by Jan 31st each year. They are also required to state

that they accept the School Code of Behaviour, a copy of which has been sent with each enrolment application. There is an Induction Meeting for parents in June when they are given all school information, school brochures and school policies. Children are also invited to visit the school during the third week in June after 2 p.m. any day Monday to Friday.

Decision Making:

As a general principle and in so far as practicable having regard to the school's enrolment policy, all children who have enrolled will be accepted and Parents/Guardians will be notified of this within 21 days of the closing date for applications. The Board of Management of Convent Primary School Newport, Co. Tipperary reserves the right of admission if such admissions contravene Departmental guidelines on class size etc. The school will not refuse a child on the basis of ethnicity, Special Education Needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The Board of Management respects parental choice in relation to enrolment, provided enrolment criteria are fulfilled.

The Board of Management of Convent Primary School Newport, Co. Tipperary in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health and Safety Concerns regarding Staff and Children
- Available classroom space
- Multi grade classes
- Educational needs of the children
- Department of Education and Science class size directives

In the event that applications for enrolment exceed / is expected to exceed the number of places available, the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria:

- Brothers and sisters incl. step-siblings of children already enrolled
- Brothers and sisters of past pupils of the school
- Children living in the parish
- Children of current school staff
- Children from outside the parish
- In the event of being unable to enrol children in any year, the child's name will be placed on a waiting list in accordance with the criteria as above.

Evaluation:

The Board of Management will monitor the implementation of all aspects of the policy and review and amend Policy as required with particular emphasis placed upon:

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time regarding the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

Appeals Procedure:

In line with Section 28 of the Education Act 1998, parent(s) / guardian(s) who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal must be addressed, in writing to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parent(s) / guardian(s), if unhappy with the result of this appeal, may appeal to the Department of Education and Science 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 parent(s) / guardian(s). This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

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, 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 / her disability or special needs and to profile the support services required.

Following receipt of the report, the Board of Management will assess how the school can meet the needs specified the report. Where the Board deems that further resources are required, it will request the Special Needs Organiser (S.E.N.O), 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:

Resource teacher for special needs, special needs assistant, specialised equipment or furniture

Children with special needs will be resourced in accordance with the level of resources provided by D.E.S.

Pupils transferring:

Pupil's wishing to transfer from other schools may transfer to the school at any time, subject to the **Rules Governing National schools** as well as our own schools enrolment policy. It is a requirement of the Board of Management that information concerning attendance and the childs' educational progress will be commuted between schools.

Monitoring procedures:

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in Term 1, each year and regularly thereafter until enrolment is complete.

Review procedure:

This policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every two years or as required. Any staff

member, Board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time in such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2019 – 2020.

Ratification and Communication:

This updated Enrolment policy has been ratified by the B.O.M. at a meeting held on:
12th October 2022

Signed: 

Date: **12th October 2022**

Review Date: **October 2023**

Updated and Reviewed : 12/10/2022