

Enrolment/Admissions Policy

Section A. General Information

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 of Newmarket Girls' School, Newmarket, Co. Cork and Mrs Mary Rea Principal will be happy to clarify any further matters arising from the policy.

School Name:	Newmarket Girls' School.
Status of School:	All Girls.
School Address:	Pound Hill, Newmarket, Co. Cork.
Telephone No.:	029-60723
Denominational Character:	Roman Catholic
Name of Patron:	Bishop William Crean
Total Number of Teachers in the School:	6
Range of Classes Taught:	5 Class teachers Special Education Teacher Infants – Sixth

All children who enroll will be subject to the school code of behavior and discipline.

The school 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.

The 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 educational need provided that the resources available to the school at the time of the child's enrolment will adequately meet the needs of the child. If the resources are not available at the time of the child's enrolment the school will make every effort to apply to the DES for such resources as are deemed necessary by the school authorities and other educational personnel
- equality of access and participation in the school; equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent,

gender,(except for schools with a single sex tradition) traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances

- parental choice in relation to enrolment; and
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Time.

- School starts at 9 20. And finishes at 3.00. Any children who are in the yard prior to the opening of school or after school hours are not the responsibility of the school staff.
- Junior and Senior Infants finish school at **2.00pm** and must be collected at that time. They may not remain on in school after 2.00pm. Only those children who travel on the school bus may stay on in school. These children are the responsibility of the school principal (At the request of the school principal , the infant teacher supervises the bus children in her room until it is time for the bus.) In exceptional circumstances children who have older siblings in the school may remain until 3.00 pm.
- There is a small break at 10. 50. and a lunch break at 12 30.

Attendance

Under the Education Welfare Act of 2000 there is a legal obligation on all school Boards of Managements to report absences of 20 days and over to Tusla.

Child Protection and Welfare

Under the Guidelines and Procedures issued by the Department of Education and Science the Board of Management are obliged to report all matters of concern in relation to abuse of children to the HSE

Section B. Enrolment Procedures

Application Procedure

The Board of Management agree that parents who wish to enrol pupils in Junior Infants will be required to come to a central venue, ie. the school. The enrolment process is by written application as well. The enrolment will take place in the third term. The Board will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, other appropriate media, outlining the application for enrolment procedures.

Provision of Key Information by Parents

Certain information is required when children are being enrolled. *There is a specific enrolment application form provided by the Board of Management for this purpose. Such information may include:*

- *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;*
- *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

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.

While recognising the right of parents to enroll their child in the school of their choice the BOM of Newmarket Girls' School is also responsible for respecting the rights of the existing school community and in particular the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances the BOM reserves the right to determine the maximum number of children in separate classroom bearing in mind

- a. Size of /available space in classrooms
- b. Educational need of children of a particular age
- c. Multi-grade classes
- d. Presence of children with special educational/behavioural needs
- e. DES maximum class average directives

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. The Board will exercise its discretion in the application of the following criteria. *The criteria may include any of the following though not necessarily in that order:*

- a. *Brothers and sisters (including step-siblings resident at the same address) of children already enrolled*
- b. *Children living within the parish*
- c. *Children of staff members*
- d. *Children whose home address is closest to the school*

Admission Day/Date

- *Unless there are extenuating circumstances which will be decided by the Board of Management Junior Infants will only be admitted to the school at the start of the new school year.*
- *If a Junior Infant is transferring from another school they will be accepted at any time during the school year if there is available space.*
- *Admission dates for pupils transferring from another school may occur at various times during the school year, subject to school policy.*
- *Parents intending to enrol their children in the school are asked to submit completed enrolment forms to the school before the end of May*

- *New Junior Infants may spend one informal period in school in the last term to familiarise themselves with their new environment.*

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 Science to meet the needs specified in the psychological and/or medical report.

Children with special needs will be resourced in accordance with the levels of resources provided by the Department of Education and Science to the Board of Management. Notwithstanding the availability of such resources parents of children who are dissatisfied 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.

Pupils Transferring

Pupils may transfer to the school at any time. However, this transfer is subject to the Rules governing National Schools and to the school's enrolment policy, available space and in some cases, the approval of the Department of Education and Science. Local agreements with other schools will also apply. The Education and Welfare act requires the Board of Management that information concerning attendance and the child's educational progress be communicated between schools. Written permission to forward these documents will be sought from the parents concerned.

Conclusion

Children enrolled in our school are required to comply with and support the school/Board of Management's Code of Behaviour and Anti- Bullying Policy as well as all other policies and

procedures. The board of Management places parents/guardians responsible for ensuring that their child/children co-operate with policies . These policies may be added to and revised from time to time at the discretion of the board of Management. It is a condition of enrollment that parents sign to indicate their acceptance of the above.

Appendices

Attached to this enrolment policy are the following

- ✓ Code of Behaviour
- ✓ Enrolment Form
- ✓ Healthy Eating Policy
- ✓ Letter about Child Protection.