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## **Enrolment/Admissions Policy**

**CONVENT PRIMARY SCHOOL, KILLALOE, CO. CLARE.  
ROLL NO: 186240**

### **Introduction**

The Board of Management of the Convent Primary School, Killaloe wishes to state that the policy regarding enrolment/admissions as set out in the following document is in accordance with the provisions of the Education Acts 1998.

Furthermore the Board of Management is confident that in setting out this policy parents/guardians will be assisted in enrolment matters and also that the Chairperson and Principal will be happy to clarify any further matters arising from the policy.

### **General Information**

The Convent Primary School, Killaloe (Roll No. 186240) is a single sex Catholic primary school for girls under the patronage of the Bishop of Killaloe Dioceses. The total number of teachers in the school is 6 permanent teachers including the Principal teacher – 5 mainstream classroom teachers, one full time SET and one part time SET (special education teacher.)

The classes taught range from Junior Infants to Sixth Class.

The Convent Primary School Killaloe is dependent on the grants and teacher resources provided by the Department of Education & Skills and it therefore operates within the regulations laid down by the DES. The Board wishes to make clear that the school policy must always have regard to the funding and resources available to it in deciding such policy.

The curricular programme being followed by the school is that which is set out by the Department of Education & Skills. The curriculum therefore may be amended from time to time in accordance with Sections 9 & 30 of the Education Act 1998.

### **The Patron**

The Bishop, as leader of the Catholic community in the diocese and as patron of the school has ultimate responsibility for the school.

The Bishop delegates some of his responsibility to the Board of Management which is accountable to him.

There will be contact between the Board and the Bishop on a number of specified issues – for instance, the appointment of the Board, the appointment, suspension or dismissal of teachers, finance and school ethos. A number of the ‘Maynooth Statutes’ apply to primary schools, particularly in the area of appointment or dismissal of teachers and also the question of religious education and insurance. The Bishop is entitled to request reports or documentation from the school.

Within the context and parameters of the Department’s regulations and the rights of the Patron as set out in the Education Act 1998, the funding and resources available to the Board of Management of the Convent Primary School, supports the principles of

- Inclusiveness particularly with reference to the enrolment of “children with a disability or other special educational needs.”
- Equality of access and participation in the school.
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### **Opening and Closing Times**

The bell rings each day at 9:15 a.m. and classes begin at 9.20 a.m. by which time all pupils should be present. We encourage pupils to go to their classrooms on their own, so as to develop their sense of independence.

Lunch is from 12.30 p.m. – 1. p. m.

The official closing times are as follows:

- 2.00 p.m. for Junior & Senior Infants
- 3.00 p.m. for First to Sixth classes

### **Application Procedures**

The Board of Management has adopted the following procedure for enrolment of pupils in Junior Infants.

Notice of the enrolment dates are posted in the parish newsletter and local newspapers. Local childcare facilities are notified and the school community are informed also.

Applications to Junior Infants should ideally be made before the end of February of the year in which the child is expected to start school.

Enrolment Application forms are available from the school office, our school website [www.cpskillaloe.ie](http://www.cpskillaloe.ie) or by emailing your request to [info@cpskillaloe.ie](mailto:info@cpskillaloe.ie)

The registration process is initiated by the receipt of a completed application form. Telephone calls or personal visits concerning enrolment will be facilitated, but are not in themselves enrolment applications. As a general principle and in so far as practicable having regard to the school's enrolment policy children will be considered for enrolment following receipt a completed application form.

Enrolment takes place in the second term of the school year, usually in March.

The receipt of a completed enrolment application form merely confirms that it will be assessed under the principles and criteria outlined, and does not confer any further status on the application.

The Principal will make a recommendation to the Board listing proposed enrolments for the forthcoming year. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy.

In accordance with the Education Act 1998 the Board of Management will notify parents/guardians of their decision within 21 days of the closing date for receipt of applications.

Successful applicants will be forwarded Enrolment Registration form, POD forms and permission forms to be completed and returned to the school. They will be requested to access and familiarise themselves with the school's Enrolment Policy, Code of Behaviour Policy and general information available on our school website.

Parents/Guardians enrolling their children will be invited to a welcoming gathering where information about the school will be shared. However, if this is not possible a visit can be arranged for a mutually acceptable time and date.

In the event that applications for enrolment exceeds/is expected to exceed the number of places available, the Board will apply the following criteria in determining the admission of pupils.

- Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority will be given to the eldest
- Children residing in the parish, priority given to the eldest
- Children of staff members, priority will be given to the eldest
- Random selection (independently verified).

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational/behavioural needs
- Health and Safety

In accordance with the Department of Education and Skills rules for primary schools, pupils may be enrolled from the age of 4 years & upwards. The Board of Management recommend that applicant children are at least four years of age on or before April 30<sup>th</sup> of the school commencement year. Compulsory attendance however, is not required until the age of 6 years.

The Board of Management wishes to specify that Junior Infants may only be admitted to the Convent Primary School on the first day of the new school year usually September 1<sup>st</sup> and up to and including September 30<sup>th</sup> of the same year. However, pupils newly resident in the area may be enrolled at a later date at the discretion of the Board.

### **Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress. Such applications will be reviewed on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

### **Enrolment of Children with Special Educational Needs**

On enrolment of children with special needs, it is open to the Board of Management, to 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 her disability or special needs and to profile the support services required.

Following receipt of the report, the Board should assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will request the SENO 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: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school should meet the parents of the child and the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full-case conference involving all parties should be held, which may include parents, principal, class teacher, remedial teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

It may be necessary for the Board of Management to decide to defer admission of a particular child, pending:

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

### **Appeals**

The Board of Management of the Convent Primary School in compliance with section 19(3) of the Education Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents in writing of that decision.

Parents/Guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Skills website at [www.education.ie](http://www.education.ie)

### **Exceptional Circumstances**

The Board of Management of the Convent Primary School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

- The child has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

### **Policy Approval/Ratification**

The policy was ratified by the Board of Management of the Convent Primary School,

Signed: \_\_\_\_\_

Chairperson of Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.