



## Enrolment Policy

### ENROLMENT POLICY

The enrolment policy of Glynn N.S. is 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 Fr. Stafford P.P. Glynn, and the school principal Mr Joe Ryan (053 9128449) will be happy to clarify any further matters arising from this policy.

Glynn N.S. is a Catholic National School for boys and girls under the patronage of the Bishop of Ferns. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

The school is subject to the Education Act (1998) The Education Welfare Act (2000) The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Glynn N.S. follows the curricular programmes laid down by the Department which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998)

Within the context and of Department regulations and programmes, the right of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of Glynn N.S. 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*

Therefore no child will be refused access to Glynn N.S. for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

As a general principle and insofar as practicable having regard to the enrolment policy of Glynn N.S. children will be enrolled on application provided there is space available.

Pupils will, as a rule, only be admitted to Junior Infants during the month of September. Children may be admitted to Junior Infants during the school year provided they are transferring from another school.

### Application Procedure

The Board of Management has determined that the school principal will accept written applications for enrolment in Junior Infants up to 28th February of the school year prior to enrolment. Each January and February the school principal will communicate generally to the school community that applications are being accepted.

Applications will only be accepted on the basis of a fully completed Application for Enrolment form accompanied with a copy of Birth Certificate/Adoption Certificate as appropriate. Evidence of residency may be requested in the form of a household bill etc.

The Board of Management makes decisions relating to enrolment in accordance with school policy. In the event that applications exceed or are expected to exceed the number of spaces available the Board of Management has determined that the following criteria will apply in order

1. *Brothers and sisters of present or past students of this school (including step-siblings, resident at the same address)*
2. *Catholic children living within the parish - priority to oldest*
3. *Non-catholic children who live within the parish - priority to oldest*



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### ***For people who live outside the parish***

*4. Catholic children whose home address is closest to the school (as measured by a straight line on an OS map)*

*5. Non-catholic children whose home address is closest to the school (as measured by a straight line on an OS map)*

Later applications will be considered depending on availability and criteria being met.

Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management at its next meeting. If necessary the additional criteria of the age of pupils may be taken into account and priority given to older children. In the event of a child not obtaining a place on the grounds of age, priority will be given to them in the subsequent school year.

· Pupils may transfer to the school at any time subject to school policy, available space, the provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Science.

· In the application of these criteria the Board of Management reserves the right to make exception to provide for the enrolment of children of staff members, children of ethnic minorities, traveller children, children of refugees, asylum seekers, etc.

Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made. In determining enrolment the Board of Management shall take into account Department of Education and Science regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education and Science's Rules for National Schools, which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years.

Parents who are dissatisfied with the enrolment decision, may appeal to the Board of Management. It 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. Parents, 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. This appeal must be lodged within 42 days of receipt of the refusal form from the school to enrol.

When a child enrolls from another school, their former school will be notified in writing that the child has been enrolled here so that the Primary Online Database may be updated & school reports will be requested.

### **Enrolment of Pupils with Special Needs**

In relation to applications for the enrolment of children with special needs the board of Management may request a copy of any relevant medical or psychological reports as are available. If such a report is not available it is open to the Board to request that the child be assessed prior to enrolment. The purpose of the assessment is to establish the educational needs of the child relevant to his disability/special needs and to profile the support services required.



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- *Parents are reminded that Glynn N.S. is a mainstream co-educational primary school without any special status (i.e. not a special school of any sort, has no DEIS status and has no special classes).*

Following receipt of such a report the Board of Management shall assess how Glynn N.S. can meet the needs specified in the report. If further resources are required the Board of Management will, prior to enrolment, request the Department of Education and Science to provide the required resources. These may include any combination of the following visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport or other services.

Please refer to the Special Education Needs Policy of Glynn NS.

*The school principal will meet with the parents/guardians of the child to discuss the child's needs and the suitability and capability of Glynn N.S. to meet those needs. If necessary, a full case conference may be called which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher, psychologist, etc.*

### **Code of Behaviour**

Children enrolled in Glynn N.S. are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with policies in an age appropriate way.

This policy was approved by the Board of Management at its meeting of April 2008 and has been reviewed regularly and changed where deemed necessary and appropriate. The last review was 13<sup>th</sup> June 2016.

Signed Patrick Stafford PP  
Rev. P. Stafford PP (Chairperson BoM)

Date 13<sup>th</sup> June 2016

