



# Enrolment Policy

March 2018

Ennis National School

Ennis National School is a member of the Ennis Parish Primary Catholic Schools Agreed Application System. The Agreed Application System is the process by which 1<sup>st</sup> level entry (2<sup>nd</sup> class in Holy Family Senior School, Junior Infants in all other schools) to any of the participating schools will be managed. The underpinning principles of the system are; inclusivity, equality and respect for diversity.

# Enrolment Policy

## ENNIS NATIONAL SCHOOL MISSION STATEMENT

Ennis National School is founded upon Gospel values and our Catholic tradition. The staff of Ennis National School want to create a climate of physical, emotional, social, and intellectual safety for students, teachers and parents so that teaching and learning can occur within relationships of mutual valuing and respect.

With this in mind, the teachers of the school see education not just as providing students with knowledge and skills but also as providing for the emotional, social, sexual, physical and spiritual development of students.

In this school we want students to be self-motivated and to be at peace with themselves, others and the world. Achievement of these aspirations by the school requires the help and co-operation of students, teachers and parents.

## SECTION 1: GENERAL INFORMATION

This enrolment policy 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 of Management and the principal will be happy to clarify any further matters arising from the policy.

Ennis National School operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

<b>School Name:</b>	Ennis National School
<b>School Roll Number:</b>	15042A
<b>School Address:</b>	Ashline, Ennis, Co Clare
<b>Telephone No.:</b>	065 6829158
<b>Denominational Character:</b>	Catholic
<b>Name of Patron:</b>	Bishop of Killaloe
<b>Total No. of Teachers:</b>	40
<b>Range of Classes Taught:</b>	Junior Infants – Sixth Class

### **Gender Orientation of School:** Mixed

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).

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

## **SECTION 2: ENROLMENT PROCEDURES**

### **Application Procedure**

- Enrolment applications to this school must be made using a prescribed application form. The Ennis Parish Catholic Primary Schools Agreed Application System has a specific enrolment application form (Appendix 1) a copy of which may be obtained from, all participating primary schools.
- The timeline for the submission of written applications will be notified in the month of January each year both in the Parish newsletters and in the Clare Champion and the Clare People.
- Parent(s)/Guardian(s) who wish to apply to enroll a first level entry pupil are required to complete and return the enrolment application form to Ennis National School on or before the closing date for the receipt of enrolment applications.

### **Provision of Key Information by Parents/Guardians**

Parent(s)/Guardian(s) are in the first instance required to complete the enrolment application form.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. The completed

registration form must be returned to the school on or by the date specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enroll.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

## Decision Making

Decisions in 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 the closing date for the receipt of applications.

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. Children applying to enroll in Ennis National School must have reached the age of 4 years prior to the first day of the school year they will commence attendance at Ennis National School.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. On an equal basis, children residing in the parish and children of school staff, priority eldest;
3. Children and or siblings of past pupils, priority eldest;
4. All other applicants, priority eldest.

In the event that mid criterion the number of eligible applicants sharing the same birthday exceeds the number of available places independently verified random selection (of this group) will apply.

In the event that places become available following refusal of an offer of a place, that place will be offered to the next qualifying applicant in accordance with this decision making process.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and 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.

## Enrolment of Children with Special Needs

On 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 request the Special Education Needs Organiser (NCSE see Circular 01/05) 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/guardians of the child and with the SENO 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, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Science.

## 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 considered 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.

## Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour.

## SECTION 3: APPEALS

The Board of Management of Ennis National School in compliance with section 19(3) of the Educational 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/guardians 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 Science. 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 Science website at [www.education.ie](http://www.education.ie)

## **SECTION 4: EXCEPTIONAL CASES**

The Board of Management of Ennis National 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:

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

## **SECTION 5: POLICY APPROVAL/RATIFICATION**

The policy was ratified by the Board of Management of Ennis National School on \_\_\_\_\_.

APPENDIX (1)

Ennis National School Enrolment Application Form

ENROLMENT APPLICATION FORM

This purpose of this form is to apply to enrol your child in Ennis National School. Please consult the school Enrolment Policy for details on the enrolment procedure and enrolment decision-making. This is an application form only. A full registration form will be required prior to enrolment.

Child's Name (as per Birth Certificate) \_\_\_\_\_ D.O.B \_\_\_\_\_ Male/Female \_\_

\_\_\_\_\_ Child's PPS Number \_\_\_\_\_

Address (at which applicant resides) \_\_\_\_\_

Father's/Guardian's Name \_\_\_\_\_

Father's mobile phone number: \_\_\_\_\_

Mother's/Guardian's Name \_\_\_\_\_

Mother's mobile phone number: \_\_\_\_\_

Names and class of siblings currently enrolled in the school \_\_\_\_\_

\_\_\_\_\_

Names of parents or siblings who are past pupils of the school \_\_\_\_\_

\_\_\_\_\_

When do you wish your child to enrol in Ennis National School? \_\_\_\_\_

What class are you applying to enrol your child in? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Completed enrolment applications must be returned to **School Name & Address** no later than **closing time** on **closing date**.

## APPENDIX (2)

## Enrolment Registration Form

**Enrolment Registration Form**

*Note: The information provided on this form is confidential and will be retained, used and disclosed by Ennis National School in line with our Data Protection Policy. Information provided will be used for administration purposes at Ennis National School. Further, the information will be uploaded onto the Department of Education and Skills database (POD) which holds data on all primary school pupils. The information on POD will be used to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. Enrolment at Ennis National School is conditional on your consent to upload the information provided by you onto POD. The information on POD is retained until the pupil's 19<sup>th</sup> birthday.*

<b>Child's Forename:</b>		<b>Child's Surname:</b>	
<b>PPS Number:</b>		<b>OR Mother's Maiden Surname:</b>	
<b>Date of Birth:</b>		<b>Gender:</b>	
<b>Birth Cert Forename (if different from name above)</b>		<b>Birth Cert Surname (if different from name above)</b>	
<b>Child's Address (for correspondence from school)</b>			
<b>Child's Nationality:</b>		<b>Class to enrol child in:</b>	
<b>Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English? Please answer YES or NO:</b>			

<b>To which ethnic or cultural background group does your child belong (please tick one)? (Optional Question)</b>			
White Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Roma	<input type="checkbox"/>	Any other White Background	<input type="checkbox"/>
Black or Black Irish - African	<input type="checkbox"/>	Black or Black Irish - Any other Black Background	<input type="checkbox"/>
Asian or Asian Irish - Chinese	<input type="checkbox"/>	Asian or Asian Irish - Any other Asian Background	<input type="checkbox"/>
Other (incl. mixed background)	<input type="checkbox"/>		<input type="checkbox"/>

What is your child's religion? (Optional Question)			
Roman Catholic	Church of Ireland (incl. Protestant)	Presbyterian	
Methodist, Wesleyan	Jewish	Muslim (Islamic)	
Orthodox (Greek, Coptic, Russian)	Apostolic or Pentecostal	Hindu	
Buddhist	Jehovah's Witness	Lutheran	
Atheist	Baptist	Agnostic	
Other Religions	No Religion		

Name of Nursery/Playschool/ (if any): \_\_\_\_\_

If child was previously enrolled in a Primary School please give details of name and address of the school and the last class in which the child was enrolled:

Language spoken at Home: \_\_\_\_\_

**MEDICAL DETAILS:**

Please give details of any medical conditions your child may have including allergies:

Does your child have any speech and language problems or any other known leaning difficulties?

Please give details of any physical impairment of which the school should be aware?

If your child was baptised please state the date and location of baptism? \_\_\_\_\_

Preferred Text Message Number for school correspondence: \_\_\_\_\_

Preferred email address for school correspondence: \_\_\_\_\_

Alternate Address: \_\_\_\_\_

Alternate Address Description: \_\_\_\_\_

Do you wish to receive correspondence at alternate address: s o

**MOTHER/GUARDIAN**

First Name: \_\_\_\_\_

Maiden

Name(Surname): \_\_\_\_\_

Surname: \_\_\_\_\_

Mother's Nationality: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Work No. \_\_\_\_\_

Occupation:

**FATHER/GUARDIAN**

First Name: \_\_\_\_\_

Surname:

Email: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Work No. \_\_\_\_\_

Occupation: \_\_\_\_\_

Father's Nationality: \_\_\_\_\_

With whom does the child normally reside? Both parents/Mother/Father/other \_\_\_\_\_

To whom should correspondence be addressed? \_\_\_\_\_

If the child is subject to any legal order under family law, please give details: \_\_\_\_\_

**EMERGENCY CONTACTS (Who should be contacted in the absence of parent(s) e.g. Friend/Relative/Child-minder)**

Name (1): \_\_\_\_\_ Description: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Home No. \_\_\_\_\_ Work No. \_\_\_\_\_

Name (2): \_\_\_\_\_ Description: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Home No. \_\_\_\_\_ Work No. \_\_\_\_\_

Please tick the following to signal your consent:	Yes	No
I/We consent to sharing the information on the Primary Online Database (POD) and transfer to the Department of Education and Skills (enrolment is conditional on your consent)		
Will you help your child to comply with the school rules, policies and procedures of Ennis N.S.? (Relevant policies area published on the school website <a href="http://www.ennisns.ie">www.ennisns.ie</a> )		
Do you give your permission to the staff of Ennis N.S. to obtain professional medical aid for your child in the case of a medical emergency or serious injury (including bringing your child to hospital)?		
Our school takes photographs of pupils and classes as they participate in various events and school activities. Photographs and samples of pupils work are occasionally published on the school website, in newsletters and in local media and on monitors in the school foyers. Do you give permission for your child's images/work samples to be published as described?		
On occasion, we administer 'Diagnostic' tests to discover the educational progress of pupils and identify areas of particular strength or difficulty. Should any concerns arise following these tests, we will contact you. Do you give permission to teachers to carry out diagnostic testing with your child?		

***Please attach your child's Birth Certificate to this registration form.  
If your child was baptised outside of Ennis Parish, please attach a Baptismal Certificate to the form.  
Birth and Baptismal certificates will be returned to you by return of post.***

Parent/Guardian Signature (1) \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature (2) \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX (3)**

### **Code of Behaviour**