



KILLEA BOYS NATIONAL SCHOOL

ENROLMENT / ADMISSION POLICY

Rationale

The Board of Management of Killea Boys National School does not seek to apply a selective entry policy. The Board endeavours to allocate available places as fairly and transparently as possible in accordance with the recommendation of the Patron and D.E.S. and the provisions of the Equal Status Act 2000.

Goals

- To provide a fair system of enrolment for boys.
- To make reasonable provision and accommodation for students within the local and surrounding area.
- To retain continuity of the traditional family links.
- To retain the Catholic Ethos.
- To allow for full participation by all students, including students with disability and special educational needs, subject to resources being available and having regard to Health and Safety legislation and all other relevant legislation.
- To have regard to the efficient use of resources.

School Name	Killea Boys National School
School Address	Killea, Dunmore East, Co. Waterford
Telephone No	051 - 383117
Denominational Character	Roman Catholic
Name of Patron	Alphonsus Cullinan

Total number of staff in the school:

- 1 Teaching Principal
- 3 Other Classroom Teachers
- 1 Learning Support Teacher (full-time)
- 1 Resource Teacher (full-time)
- 1 Special Needs Assistants
- 1 School Secretary (part time)

Range of Classes Taught:

- Full Range of Classes taught
- Single Sex School (Male)

Funding your school

The school depends on the grants provided by the Department of Education and Science DES 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 but in recent years due to the extensive renovations, because of the age of the building it has been necessary to come up with a plan to fund the extra cost of running the school. The grants from the DES do not cover the full cost of providing for and maintaining the school. The Board is willing to help parents fundraise, but it is primarily and fundamentally the duty of the parents to meet the extra cost of running the school.

School Curriculum

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 Section 9 and 30 of the Education Act (1998).

Within the context and parameters of the 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 principle 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
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Other relevant Information

1. School begins at 9.20am and ends at 2pm for Infants and 3pm for classes 1st – 6th. Infants must be collected at 2pm when their school day ends. It must be clearly understood that the school has no responsibility for children outside these times. Appropriate arrangements must be made to have all Infants collected from the school at 2pm.
2. All parents are expected to dress pupils in the uniform adopted by the school. The school crest is the only badge/insignia/logo that children will be permitted to wear. Wristwatches are the only type of adornment permitted. To avoid confusion all items of clothing needs to be identified clearly, especially PE gear.
3. It is school policy that school uniform is worn for all activities organised through the school, religious or secular.
4. "Playtime" is supervised at all times by the teachers. A system of rewards for good behaviour and withholding of privileges for breaches of playground rules is in operation for all pupils. *See Code of Behaviour/Discipline Policy*
5. It must be stressed that correct footwear for games and P.E. is compulsory. Inappropriate footwear will mean that a child will not be allowed to participate. Mouthguards are compulsory for GAA coaching. This is a condition laid down by our insurers.
6. A note of explanation will be sought from each child who has been absent from school. The note must specifically state why the child is absent. Similarly, requests for early release (i.e. before 3pm) should be in writing. Under the Educational Welfare Act the school is obliged to inform the Department of Education when a pupil has been absent from school for 20 days in any year. Consequently parents will be reminded by letter from the school when a child reaches 15 days in any year. A telephone call to the school is not sufficient.
7. The Board of Management has a duty to point out to parents that an occasion may arise, when the school will be unable, without giving prior notice, to operate. This could be occasioned by severely inclement weather, failure of heating plant, etc. Contingency plans should be made for such an eventuality by all parents. Likewise, an occasion may arise when a parent must be contacted urgently.
8. The school telephone number is 051-383117. This should be used for urgent communication with the school. The school office is open Monday – Thursday. In the event of the telephone not being answered a message may be left. Messages are checked regularly.
9. It is felt that concerns about a child's progress should not be made in his presence. This can affect his confidence in himself and can undermine the standing of his teacher. Such concerns should be taken up with his teacher or with the Principal, in private.
10. Some pupils display signs of tiredness at school. The importance of adequate sleep, a good lunch and wholesome diet cannot be over stressed in connection with your child's attentiveness in class. This school operates a Healthy Lunch Policy. *See Healthy Lunch Policy*
11. In the case of marital breakdown, it is the responsibility of the family to inform the school and request a second copy of reports/ notes is required, or attendance at P/T meetings.
12. The person signing the Application Form should state all the names of the legal guardians. When only one name appears on the Application Form the BOM shall expect that this person has sole legal guardianship of the child.

Section B. Enrolment Procedures

Application Procedure

Parents will apply to the school for an Application Form and return it to the school usually before the end of March of the year of entry into Junior Infants. There will always be exceptional reasons for pupils being enrolled at other times.

On foot of that form being returned to the school, a copy of the Enrolment Policy, Code of Behaviour/Discipline Policy and Bullying Policy, along with the Enrolment Form and any other relevant information will be sent to parents for signing.

Parents will be invited to the school for an Open Evening, usually in May. At this meeting, the Principal is required to go through the Code of Behaviour/Discipline Policy in order to ensure that parents are clearly aware of its contents, consequences of certain conduct, appeals and reward schemes in place in the school and of parental responsibilities in maintaining the code. The principal will also go through the general running of the school and answer any queries. The class teacher will talk about the Junior Infant Programme and a representative of The Board of Management will tell them about its involvement in the workings of the school. Within 21 days after the Open Evening parents will be informed in writing of their child's enrolment. This will usually be automatic except when the places are limited.

The Board of Management will designate a special date for enrolment.

A child will not be deemed enrolled until the above mentioned policies are signed.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled.

Such information may include:

- Pupils name, age and address
- Names and addresses of pupil's father and mother or legal guardians (as appropriate)
- Contact telephone numbers of parents or guardians
- Information sought for Primary Online Database.
- Emergency Contact telephone numbers in case of accidents or illness. It is the responsibility of parents to ensure that the school office has the current number.
- Details of any medical condition which the school should be aware of must be given in the Enrolment Form. Parents of children who have a medical condition diagnosed before entering the school must declare the condition in the Enrolment Form and must sign the Administration of Medication Policy set down by the school.
- Relevant medical, educational or psychological reports must be furnished with the Enrolment Forms
- Religion
- Previous schools attended, if any, and reasons for transfer, if applicable
- Original Birth Cert., Baptismal Cert, copy of utility bill – to check address.

The deliberate withholding of relevant information by those making an application for a place in this school will be taken seriously by the BOM who may insist that a new and full application be made.

Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. 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 and policies are signed.

The Board will have regard for relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or any 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 provided 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.

Selection Criteria

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 decide using the following criteria in this order:

1. Siblings of present and past pupils.
2. Catholic children from the traditional amalgamated catchment area.
3. Children of staff members.
4. Children of past pupils (immediate family).
5. Any child within catchment area.
6. Lottery.

Selection Procedures

The selection procedures will be implemented by a sub-committee appointed by the Board of Management, consisting of the School Principal and two nominees of the Board. This sub-committee will process all applications on behalf of the Board. No member of the sub-committee shall be part of an appeals/review process that the Board may subsequently establish.

1. The sub-committee will examine all Application Forms received on or prior to the closing date, to determine which applicants have maximum eligibility in the order of priority, in accordance with the school's selection criteria.
2. At the discretion of the Board of Management further places may be allocated where, in the opinion of the sub-committee, certain applications may merit special consideration.
3. Remaining places, if any, will be allocated by Lottery.

Stage 3 will be witnessed by an independent overseer.

Successful Applicants

- To be considered successful in his application each student's Parents/Guardian must indicate acceptance of the Discipline/Code of Conduct. This policy is required to be signed at the time of acceptance of a place.
- Parents who for any reason remove their child from the school will not automatically be given a place upon their return and will be required to sign all the relevant documentation again.

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. Where such a report is not available, the school will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in supporting the child's developmental needs.

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.

Pupils Transferring from other National Schools

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. The following are the requirements of the Board of Management:

- Pupils must be living in the area.
- There must be available space in the school.
- Parents and pupils must be willing to accept and abide by school policies.
- Parents must have informed the child's previous school.
- Information concerning attendance and the child's educational progress must be communicated between schools (as per Education Welfare Act 2000).
- The most recent copy of the child's school report and results of assessment tests and any Resource/Learning Support etc. that the child is entitled to must be submitted to the school.
- A formal meeting with the Principal.

Pupils who leave the school for whatever reason and who may wish to return to the school will have to make a new application.

Right of Board to Refuse

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances (Section 29 Education Act 1998 and DES Circular).

Review Procedures

The Board of Management has the right to review or alter the Admission Policy in line with evolving legislation and practice including the Education Acts, the Equal Status Act and all related statutory and regulatory requirements. The sub-committee, on behalf of the Board of Management, reviews this policy on an annual basis.

Right to Appeal

Parents have the right to appeal a refusal by the school to enrol a student under Section 29 of the Education Act.