



St. Oliver's N.S. Enrolment Policy



Principal – Catherine Tiernan Bell : Vice Principal Yvette Kellett : Roll No: 20349H

SECTION 1: GENERAL INFORMATION

Introduction

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management, trusts that by doing so parents will be assisted in relation to enrolment matters. The Board of Management in collaboration and co-operation with the Principal teacher, Ms. Catherine Tiernan Bell and staff will be happy to clarify any further matters arising from the policy.

St. Oliver's N.S. was established in 2010, on the basis that it would grow incrementally each year and develop naturally over time to become a 16 mainstream teacher fully – vertical school. The future needs in north of Drogheda, and 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.

School Name:	St. Oliver's N.S.
School Roll Number:	20349H
School Address:	Ballymakenny Road, Drogheda, Co. Louth
Telephone Number:	041 9804578
Denominational Character:	Catholic
Name of Patron:	Most Reverend Eamon Martin
Total No. of Teachers:	17
Range of classes taught:	Junior Infants up to sixth class
Gender Orientation of School:	Co-Educational (Boys & Girls)

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 regards 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 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 principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other 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: ENROLMENTS PROCEDURES

Application Procedure

Procedures for enrolment of Junior Infants for the next school year;
Early in term two the local community is informed of the dates, time and venue of enrolment days by:

- Parish Newsletter.
- Informing pupils already in the school.
- Notice in local paper.
- Notices displayed in the school and strategic locations in the town.
- School website.

Enquiries re enrolment made before this are placed in an expression of interest book and are posted an enrolment application form during enrolment period.

Provision of Key Information by Parents/Guardians

The school has a specific Enrolment Application Form (Appendix 1). A copy of this form may be obtained by contacting the school office or downloading one from the school website <http://stoliversprimary.ie>.

Enrolment application forms must be submitted to the school by 5pm 10th February (closing date for receipt of applications).

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent out to parents/guardians of successful applicants. The completed registration form must be returned to the school within the timeline 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 name/children's names on list (in Aladdin computer system), however early, does not confer an automatic right to a place in the school.

Decision Making

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board of Management will notify parents of their decision within 21 days of the closing date for receipt of applications.

The Board of Management will have regard for relevant Department of Education and Skills 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 of Management is bound by the Department of Education and Skills' *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 St. Oliver's N.S. must have reached the age of 4 years by the 1st March of the year they will commence school.**

St. Oliver's N.S. was established in 2010, on the basis that it would grow incrementally each year and develop naturally over time to become a 16 mainstream teacher fully –vertical school. On this basis, the school will enroll a maximum of two junior infant classes (*dependent on the DES pupil teacher ratio*) annually and fill its 16 classrooms on an incremental basis each year, culminating ultimately in two classes of each stream up to sixth standard.

As of September 2014, the upper class in the school is a multi-grade class (mixed 3rd/4th), with a maximum size of 38 pupils, and this single class will remain the upper class until all of its pupils have passed through 6th Class (estimated 2017/2018).

In the event that applications for enrolment exceed the number of places available, the following order of priority will apply provided that the child has reached 4 years old by the 1st March:

1. Applicants with siblings currently enrolled in the school (including step-siblings, resident at the same address).
2. Children of staff members.
3. Children residing in the parish.
4. If there are more applicants than places remaining in any of the above 3 categories, priority will be accorded to applicants in the order of their dates of birth, priority to the oldest applicants.

Other applications received by the closing date will be offered any remaining places in order of age, priority to the eldest. A waiting list will be formed, ranking all remaining on-time applications in age order, priority to the oldest. Applications received after the final date for receipt of applications will be added to the waiting list after on –time applications. These late applications will be ordered according to the date on which each application is received by the school. Two or more such applications received on the same date will be ordered in age order, priority to the oldest. Should places become available for the applicants on the waiting list, they will be offered according to the applicants' ranking on the list.

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

Pupils Transferring

Due to the complex situation regarding enrolment in September 2014, the Board of Management has decided that the school is currently at maximum capacity, and does not have any accommodation for pupil transfers. The Board of Management has therefore prohibited pupil transfers during the 2013/14, 2015/2016 and 2016/17 school year, to allow the school to develop a stable population. Applications for enrolment during subsequent school years may be considered subject to school policy, available space and provision of information concerning attendance and the child's educational progress. Such applications will 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 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 of Management will assess how the school can meet the needs specified in the report. Where the Board of Management deems that further resources are required it will request the Special Education Need 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 combination of the following; visiting teacher service, resource teacher for special needs, special needs assistant, specialized 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 organizer or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Manager to defer the starting date of the attendance of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

SECTION 3: APPEALS

The Board of Management will make the decision in writing in respect of an application for enrolment within 21 days of the closing date for receipt of applications and will inform 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 enroll in the letter issued 21 days after the closing date for receipt of applications (*Please note that address at which the applicant resides will be the address used by the school for correspondence regarding enrolment*). If the Board of Management refuse to enroll 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 enroll. It must be made in writing, addressed to the Board of Management, and clearly state the grounds for 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 the parent/guardian has a statutory entitlement under section 29 of the Education Act 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 enroll. Details on appealing decisions on enrolment under section 29 of the Education Act, are available on the Department of Education and Skills website at www.education.ie.

SECTION 4: EXCEPTIONAL CASES

The Board of Management in St. Oliver's N.S. reserves the right to refuse enrolment or, to rescind and offer of enrolment to any child, in exceptional cases. Such exceptional cases could arise where either:

1. 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, or

2. In the opinion of the Board of Management, the student poses and unacceptable risk to other students, the school staff or to school property.

SECTION 5: POLICY APPROVAL/RATIFICATION

This policy was ratified by the Board of Management of St. Oliver's N.S. on Monday 20^h June 2016.

Signed: _____

Chairperson of the Board of Management

Date: _____

The contents of this policy have been approved by The Armagh Diocesan Education Office, acting on behalf of the Patron.