



# Ballinahinch National School

## Scoil Náisiúnta Baile na hÍnse

### *Scoil Náisiúnta Baile na hÍnse*

### *Enrolment Policy*

The staff of Ballinahinch N.S formulated this policy. It was presented to the Parents Council in draft form. The observations and comments of the parents were taken into consideration and the policy was amended accordingly. It was presented to the Board of Management and was ratified by them on the 19/6/02.

#### *Rationale:*

- ✧ This policy was formulated in accordance with the Rules for National Schools, rules 10, 64(1): 64(2) c: 65(4): 65(5). It is also in keeping with the Education Act 1999, Section 15, 2(D).
- ✧ In order to ensure that the school can provide the services required for individual students it is necessary to ascertain general information on the pupil's health and specific requirements that they may have. These may be kept on record.
- ✧ The constitutional right of every child between the ages of six and fifteen to an education in the school of his/her choice has been considered.

#### *Relationship to school ethos.*

Ballinahinch N.S. is a co-educational national school under the patronage of the Roman Catholic Church. Dr. Kieran O'Reilly DD Archbishop of Cashel is the patron. It is bound to accept all children seeking to enrol in it, subject to pupil numbers, the availability of space in the school, and the ability of the school to meet the physical, emotional, educational needs of the pupil, and the provision by the parent(s)/guardian(s) of necessary documentation when required. No child is refused admission for reasons of ethnicity, special education needs, disability, language / accent, gender traveller status, asylum seeker/refugee status, religious beliefs and values, family or social status. Parent(s) or guardian(s) of pupils seeking to enrol in Ballinahinch N.S. are asked to provide the requested information and to ensure that the pupil abides by the Code of Discipline.

#### *Aims:*

- This policy aims to ensure that the parents/guardians/pupil/staff have necessary information to ensure that the pupil seeking enrolment will have his/her needs met thereby maximising his/her opportunity to learn.

- The policy also aims to attain information required by the DES on pupils attending Ballinahinch N.S.
- In case of over-subscription - That parents/guardians are clear as to the preference structure determining the pupils who are enrolled in the school.

## *General Information*

### **Introduction:**

This enrolment policy is set out in accordance with the provisions of the Education Act 1998. The Board of Management of Ballinahinch trusts that by so doing parents will be assisted in relation to enrolment matters and that furthermore, the chairperson of the board of management, Eileen Finnegan and the Principal teacher, Tony Harnett, Ballinahinch, Birdhill, (061) 379404 will be happy to clarify any further matters arising from the policy.

*Name of school:* Ballinahinch N.S.

*Address:* Ballinahinch, Birdhill, Co.Tipperary.

*Telephone:* (061) 379404.

*Denomination:* Catholic.

*Patron:* Catholic Archbishop of Cashel and Emly.

*Number of Teachers:* Seven. (This includes the principal teacher, five class teachers and two Special Education teachers). We also have a Part-time Special Education teacher. The school also has 1 full-time Special Needs Assistant.

*Range of Classes:* All classes from Junior Infants to Sixth class are taught. Our school is a mixed school.

### *D.E.S. Grants:*

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the department. School policy must have regard to the resources and funding available.

### *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 (1998).

The B.O.M. wishes to state that within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act, 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 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.

As the DES prescribes the curriculum, all pupils are expected to partake in all areas of the curriculum.

*Opening Hours:* The school opens at 9.20 a.m. and ends at 3.00 p.m. Parents are asked to note that the Board of Management bears no responsibility for pupils who arrive before opening time and remain on the premises after dismissal of pupils. Pupils will be supervised by a member of staff in the mornings from 9.05a.m.

### *Content of Policy.*

- No pupil under the age of four or over the age of 15 may be enrolled in Ballinahinch N.S. Only children who have reached the age of four by September 30<sup>th</sup> of the year of enrolment are eligible for enrolment.
- It is the policy of Scoil Náisiúnta Baile na hÍnse not to accept children who have reached their fourth birthday into Junior Infants during the school year after the 30<sup>th</sup> of September
- All parents/guardians of pupils seeking enrolment in Ballinahinch N.S. are required to complete the Enrolment Form.
- All parents/guardians of pupils seeking enrolment in Ballinahinch N.S. are required to read, sign, and explain the Code of Discipline to their child/ward.
- Pupils enrolling in Ballinahinch N.S. are required to abide by the Code of Discipline.
- Pupils who are transferring to Ballinahinch N.S. from another school will require a letter from the school from which they are transferring stating the class which the child was enrolled in together with details of attendances and absences. This letter should be handed to the principal of Ballinahinch N.S. prior to the child being enrolled.
- Exemption from the study of the Irish Language shall be in accordance with circular 12/96.
- Parents /Guardians who are enrolling a child/ward in Ballinahinch N.S. who is over the age of six and who has not previously attended school will be required to account for education received to date by the child/ward and to consent to the child being assessed by a learning support teacher.
- Parents/Guardians will be issued with an Enrolment Form /Code of Discipline /Homework Policy.
- Parents/Guardians who do not wish their child/ward to attend religious education classes should state so and make arrangements for their child's/ward's supervision during these times.
- Children who reside in the parish or whose siblings have attended or presently attend Ballinahinch N.S. shall have preference over all others.
- Parents/Guardians who wish to enrol their child/ward are asked to complete the enrolment form and return it to the principal who will enter the date and time of receiving it.

- Parents/Guardians who wish to enrol a child/ward who has specific needs are asked to furnish all relevant documentation on the child/ward to the principal and to assist in ensuring that all necessary support resources and structures are in place in order to ensure that their child/ward and all other pupils attending the school receive the highest quality of education possible.
- Notwithstanding the availability of special needs resources, parents of children who are not satisfied with the level of educational provision in our school, are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.
- While recognising the right of parents to enrol their child in the school of their choice, **the Board of Management to of Ballinahinch N.S. is also responsible to respect the rights of the existing school community and in particular, the children already enrolled.** This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of **all** children. Assisting the school in such circumstances, the **BOM** reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
  - a. Size of available space in classrooms.
  - b. Educational needs of children of a particular age.
  - c. Multi-grade classes.
  - d. Presence of children with special educational/behavioural needs.
  - e. DES maximum class average directives (currently an average of 29 children per class).
- In the event of the number of children enrolment in any given class/ standard exceeding the number of places available preceding or during the school year (due to the **BOM** being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:
  - a. Brothers and Sisters (including step-siblings, resident at same address) of children already enrolled.
  - b. Children living within the parish
  - c. Children of staff.
  - d. Children whose home address is closest to the school if the child resides outside the parish.
- Scoil Náisiúnta Baile na hÍnse, within the context and parameters of the Department's regulations and programmes, the rights of the Patron as set out in the Education Act, with due regard for the funding and resources available, supports the principles of
  - Inclusiveness of children with disabilities or special 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
- New Junior Infants will be invited to spend one morning in the school at the end of June to familiarise themselves with their new environment

### *Appeals Procedure*

Parent's/Guardians who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed to the Chairperson of the Board, stating the grounds for the appeal and lodged within ten days of receiving the refusal. Parents/Guardians, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills 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 from the school to enrol. It is the responsibility of the Principal to inform dissatisfied parents / guardians of the Appeal Process.

### *Responsibility for development and implementation.*

It is the responsibility of the principal, whose duties include enrolment and transfer of pupils, to ensure that this policy and its recommendations are brought to the attention of the parents/guardians of children being enrolled in this school.

### *Success Criteria.*

This policy is subject to review, as the needs arise, based on feedback from parents/ guardians/ teachers/ legislation/ department circulars.

It is effective as of from 1/9/2018

It is the responsibility of the Board of Management of Ballinahinch N.S. to ensure that this policy is reviewed as and when the need arises and at periods of three years from the above date.

**This policy was reviewed and amended by the Board of Management on 14<sup>th</sup> November 2018.**