

# Enrolment Policy

Scoil Fhionáin  
An Fál Carrach

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This policy has been set out in accordance with the provisions of the Education Act (1998), The Education Welfare Act (2000) and directives of the Dept. of Education and Science. The Board of Management hope that it will assist parents in relation to enrolment in Scoil Fhionáin. The Chairperson Fr. Quinn and the Principal Catherine Mc Clafferty will be happy to clarify any further matters arising from the policy.

Scoil Fhionáin is a Co-Educational, Gaeltacht, Catholic National School under the Patronage of the Catholic Bishop of Raphoe, Bishop Philip Boyce whose school plan is underpinned by its Catholic ethos. Our aim is to provide a safe, happy learning environment where children's emotional, psychological, physical and moral development is catered for in addition to their academic progress. The school promotes, and expects from its pupils, a tolerance of different religious beliefs, and of those with no religious beliefs. We insist that our pupils respect each other and that they do nothing to undermine the beliefs of their fellow-pupils.

The School at present has eleven teachers, including the Principal and three teachers catering for children with various special needs.

We follow the curricular programmes as laid down by the Dept. of Education and Science. The school depends on funds from the Dept. of Education and Science for its operation and functioning. School policies and services provided must have regard to the resources and funding available.

School hours are 9.20 am. to 2.00 pm. for Infants classes, and 9.30 am. to 3.00pm. for all other classes.

Scoil Fhionáin is bound by the Dept. of Education and Science 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 six years.

1. Parents seeking to enrol their child(ren) in Scoil Fhionain are requested to return a completed Enrolment Application Form with an original Birth Certificate (and Baptismal Cert if relevant) to the school by end of March each year. Enrolment Application Forms will be available from the School in February/March. Birth Certificates will be photocopied and returned.
2. The names of children for whom completed Enrolment Application forms and Birth Certificates have been returned, will be placed on a class waiting list.
3. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs values, family or social circumstances.

Decisions in relation to applications for enrolment are made by the Board of Management of the school 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 that parents / guardians have agreed to the School policy on Behaviour and discipline.

4.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Fhionáin has also a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. Therefore, any factors introduced by a new enrolment application, that would adversely affect their rights will have to be investigated carefully and could delay enrolment.

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 Board of Management 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 where applicable
- d. Presence of children with special educational/ behavioural needs
- e. Dept. of Ed. & Sc. maximum class average directives (currently a maximum average of 30 children).....

and / or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

5. In the event of the number of children seeking enrolment in any given class exceeding the number of places available preceding or during the school year (due to the Board of Management's being unable to provide suitable accommodation, or recruit the required teaching staff) decisions on enrolment will be made in the order which their application was made( first come, first served)
6. There is a Registration Day in March/April of each year. Notification will be given in advance in the Parish Bulletin and the local news paper and the school website.
7. Other pupils are enrolled during the school year (if newly resident in the area).
8. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.
9. On completion of Enrolment Form the parents / guardian and their child / children will be invited to visit the school for an afternoon in June. Children will meet with their teacher and the principal will meet the parents/ guardians with the aim to give as much information as possible pertaining to the school and answer any queries that may be raised. Parents will be given a booklet containing information about the school and Suggestions on preparing your child for school etc;

## 10. **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, 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, prior to enrolment, request the Department of Education and Science to provide the resources 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 teacher, class teacher, learning support teacher, resource teacher for special needs or psychologist, as appropriate.

It may be necessary for the Board of Management to defer enrolment of a particular child pending:

- The receipt of an assessment report; and/or
- The provision of appropriate resources by the Department of Education and Science to meet the needs specified in the psychological and/or medical report.

## 11. **Appeal**

In the case of dissatisfaction with the implementation of the schools' enrolment policy, an appeal can be lodged under Section 29 of The Education act 1998 to the Department of Education and Science.

12 Children enrolled in Scoil Fhionáin are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on Curriculum, Administration of Medicines, Health and Safety etc..

The BoM places Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a pupil may be suspended in extreme cases for infringement.

These policies may be added to and revised from time-to-time.

Revised September 2013

## **Ratification**

This revised policy was approved at a meeting of BOM on \_\_\_\_\_

Signed \_\_\_\_\_ Chairperson BOM. Date \_\_\_\_\_