

Scoil Náisiúnta Baile Uí Chárthaigh, Ballycar, Newmarket-on-Fergus, Co.Clare

**ENROLMENT POLICY**

**Introduction**

The Board of Management of Ballycar National School, Newmarket On Fergus, Co. Clare sets out the following policy in accordance with the provision of the Education Act of 1998. It is hoped that the policy will be of assistance to parents/guardians in relation to enrolment matters. The Chairperson of the Board of Management, Mr. Martin McInerney and the Principal Teacher Mary Warren will be happy to clarify any further matters arising from the policy.

**School Information**

**Ballycar National School**

**Newmarket On Fergus**

**Co. Clare**

**Roll Number: 18526O**

**Tel.(061) 368852**

**Email** **ballycarns@gmail.com**

**Web www.ballycarschool.weebly.com**

Ballycar National School is a Catholic School under the patronage of the bishop of Killaloe. At present, the teaching staff is comprised of two Multigrade Class Teachers including Teaching Principal and Teaching Deputy Principal, one Base Post Special Education Teacher, one ASD class teacher and two Special Needs Assistants. The full range of classes istaught in the school and classes are of mixed gender.

Ballycar National School operates within the regulations laid down from time to time by the Department of Education and Skills and the school is dependent on the grant and teacher resources provided by the Department of Education and Skills. School policy in all areas must have regard for the resources and funding available.

Ballycar National School follows the curricular programme prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 to 30 of the Education Act of 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 resource available, Ballycar National 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.
* Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Class starts at 9.00 a.m. and finishes at 2.40 p.m. Infant Classes finish at 1.40 p.m.

**Application Procedures**

Parents/Guardians who wish to enrol pupils for Ballycar National School should obtain an enrolment application form from the school and submit the pupil’s details to the school stating the year for which they wish the pupil to begin in our school. Completed application forms must be submitted by January 31st of the school year prior to commencement.

The enrolment application form includes such information as;

* Pupil’s name, address, D.O.B, gender
* Names of siblings in the school
* Names and addresses of Parents/Guardians
* Contact telephone numbers and email address

The following information is requested on the Pupil Enrolment Form:

* Details of medical conditions which the school should be aware of
* Details of any additional needs relevant to school

For the purposes of including the pupil on the POD system (Pupil Online Database), the following information is also requested on the Registration form:

* Religion
* Previous school attended (if any)
* PPS number (to validate pupil identity Pupil Online Database )
* Ethnic or cultural background

Parents/Guardians will receive a letter confirming the child’s entry to the school and the date of induction for new entrants. Parents/Guardians will receive the school booklet and relevant school forms to fill in.

Registration takes place before a stated date each year. Other pupils may be enrolled during the school year, space permitting. Pupils wishing to transfer from other schools are enrolled subject to the Education Act, 6.111 and 15(2) (d), as well as our own school’s enrolment policy. Under the terms of The Educational Welfare Act (2000) information concerning attendance and the child’s educational progress are to be provided by the school from which the child is transferring. A transfer form will be required.

**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 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 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 National School must have reached the age of 4 years by August 31st of the year they will commence 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. *Children residing in the parish, priority eldest;*
3. *Children of staff members, priority eldest ;*
4. *Random selection (independently verified).*

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.

**Admission Day/Date**

Ordinarily pupils are admitted to the school at the start of term one. If however, a family moves into the catchment area during the school year, the Board will consider their application provided there is space available.

**Enrolment of children with Special Needs**

When a child with special needs is being enrolled, 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 the Board 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 could meet the needs specified in the report. Where the Board deems that further resources are required it will request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include access to the provisions of any or a combination of the following:

* Visiting teacher service.
* Special Education Teacher
* Special Needs Assistant.
* Specialised equipment or furniture.
* Transport services.

The school will meet the parent/guardians of the child to discuss the child’s needs and the school’s suitabilityor capability in meeting these needs. If necessary, a full case conference involving all parties will be held, which may include parent/guardians, principal, class teacher, learning support, special class teacher, resource teacher for special needs or psychologist as appropriate.

**Appeals**

The Board of Management of Ballycar NS 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 Skills. 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 Skills website at www.education.ie

**Exceptional Cases**

The Board of Management of Ballycar NS 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 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 an unacceptable risk to other students, to school staff or to school property.

**Code of Behaviour**

Parents/Guardians are requested to familiarise themselves with the school code of behaviour. Children enrolled in our school 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, organisation and management. The Board of Management 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 and Skills rules for National Schools, a child may be suspended.

In accordance with requirements, I enclose a copy of the school’s Code of Behaviour Policy.

**Please return forms by the date stipulated on enrolment policy.**

**On admittance to Ballycar National School, Parents/Guardians are requested to sign an agreement form to abide by the policies of the school.**

The enrolment policy was approved by the Board of Management in January 2022 and will be reviewed in January 2023.

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Chairperson,

Board of Management,

Ballycar N.S.