



Scoil Chroí Íosa Enrolment Policy

Ar scáth a chéile a mhairimid.

General Introduction

This Enrolment Policy is set out in accordance with the provisions of the Education Act 1998 and the Education Welfare Act 2000, Section 19. The Board of Management trusts that in doing so, parents will be assisted in relation to enrolment matters.

The Chairperson of the Board of Management, Fr. Michael Fitzgerald and/or the Principal, Mrs. Mary Magner, Scoil Chroí Íosa will be happy to clarify any matter arising from this policy.

School Details

School Name: Scoil Chroí Íosa

Address: St. Anne's Rd., Blarney, Co. Cork.

Telephone No. 1 : 021/4385865

Telephone No 2: 021/4385504

Email: principal@scins.ie

Website: www.scins.ie

Denominational Character: Roman Catholic School

Patron: Most Reverend William Crean, Bishop of the Diocese of Cloyne

Range of Classes Taught: Junior Infants to Sixth Class

Speech and Language Class: Designated class for pupils with Speech & Language difficulties (Max 7 pupils)

Gender Orientation of Scoil Chroí Íosa: Mixed

Total No. of Teachers: 20 (12 mainstream, 6 Special Education Teachers, 1 Speech & Language Teacher and Principal). We also have the services of a Speech and Language Therapist.

Opening Times - Infant Day: 8.50 am to 1.30 p.m.
p.m.

Full Day: 8.50 am to 2.30

Ethos

The ethos of our school encourages the values that are at the heart of the Roman Catholic Faith.

The school seeks to develop a sense of Catholic values, hand in hand with the curriculum, and to maintain Christian standards of behaviour throughout the school day - in the classroom, the playground and the school community.

The ethos strives to develop a caring, friendly, free, fresh, energetic, creative, thoughtful and tolerant atmosphere. There is a strong but subtle discipline based on respect and on sensible rules that are easily understood.

General Information

Our school is a caring co-educational Catholic school catering for boys and girls from Infants to 6th Class in a safe, secure, healthy, happy, inclusive and positive environment. We celebrate and cherish the individuality of every child and while we are a Catholic School, we are inclusive of all religions and of none. Our pupils are at the centre of everything we do and it is the aim of Scoil Chroí Íosa to foster the holistic development of each child to reach her/his full potential in all areas of development, nurturing self-esteem, respect and responsibility. We seek to achieve this in a climate of positive co-operation, supported by our committed, energetic and highly qualified teachers and the entire school community of pupils, support staff, parents/ guardians, the Board of Management and the Parish of Blarney.

The atmosphere in Scoil Chroí Íosa is warm, welcoming, nurturing and caring. We firmly believe that children who are taught in this environment will certainly thrive in every aspect and reach their full potential, intellectually, physically, emotionally, morally and culturally. Though we have established a reputation of high academic excellence, we are mindful of the needs of all children and are very proud of our educational and inclusive provision for pupils with Special Education Needs.

We value the relationship between the home and school and we believe that 'Home and School Working Together' will certainly achieve a well-balanced and rounded education for each child. As the primary educators of your children, we encourage you to work in partnership with us and we will do everything in our power to meet the needs of your children.

The arrangement of classes each year depends on the overall number of pupils in the school, the D.E.S. pupil - teacher ratio and the number of class teachers. While we endeavour to keep classes in a single stream, this is not always possible and 'mixed' classes are necessary at certain levels. This has always been the case in Scoil Chroí Íosa.

Scoil Chroí Íosa 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 regard to the resources and funding available principally from the Department of Education and Skills, and also from voluntary financial contributions of parents.

The school follows the curricular programmes prescribed by the D.E.S., 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 Department regulations and programmes, the right of the Patron set out in the Education Acts of 1998 and 2000 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 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.

Procedure for Enrolment

The Board will communicate to the school community via school pupils, the school website, school newsletter, posters in the school and local community, Muskerry News and other appropriate media re Applications for Enrolment.

Making an Application:

1. Parents wishing to make an application for enrolment may request an Application for Enrolment Form from the school office or may enrol on-line via our school website.
2. Parents must then return the following to the school office:
 - A completed Application for Enrolment Form
 - A copy of their child's Birth or Adoption Certificate
 - A copy of the child's Baptismal Certificate if baptised outside the Parish of Blarney.
 - Copies of any medical, psychological, speech and language or other relevant reports or assessments pertaining to their child.
3. The parents of the applicant may be invited to meet with the Principal.
4. Parents are encouraged to ensure that applications be returned no later than the 28th of February of the year the child is to begin school. Any application received after this date will be regarded as a late application.
5. The names of the children for whom fully completed Application for Enrolment Forms and Birth or Adoption Certificates have been returned, will be placed on a class waiting list.
6. After consultation with the Board of Management and taking all criteria and information into consideration, parents will be informed of the Board's decision within 21 working school days of the closing date for applications in the year the child is to start school.
7. Having received notification from the Principal that an application has been successful, parents must then return an Acceptance Form, along with the Class Requisites Fee. (This fee covers art, craft, photocopying, classroom requisites etc. and may vary depending on costs). This fee is non-refundable. Our school does not currently charge an annual voluntary contribution.
8. Late applications will be considered on the basis of availability of places.
9. All applications will be processed on a year by year basis. Deferring the starting date for a child to the next school year having been offered a place does not automatically mean that a child will be offered a place the following year. Please refer to Enrolment Criteria.

Provision of Key Information by Parents.

Certain information will be required when children are being enrolled. The Board provides a specific Application for Enrolment Form for this purpose. Such information may include:

- Pupil's name, date of birth and address.
- Names and addresses of pupil's parents or guardians.
- Nationality and PPS number.
- Contact telephone numbers.
- Contact telephone numbers in case of emergency.
- Details of any medical conditions or special educational needs of which the school should be aware.
- Religion.
- Previous school attended, if any, and reason for transfer, if applicable.
- Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act 2000).
- A copy of the child's Birth/Adoption and Baptismal Certificates.
- Where applicable, requests in respect of guardianship, custody and access arrangements on behalf of parents should be supported by a written letter from a solicitor.

NB: The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment. It is the responsibility of the applicant to update the contact details supplied on the application form (if there is a change of address or telephone number).

Data Protection and Freedom of Information

Scoil Chroí Íosa will treat all information and personal data received as confidential. We will only disclose it to other people or bodies in accordance with law.

Note: The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which will involve schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database will allow the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. The database will hold data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Maiden Name, Address, Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, whether the pupil is in receipt of Learning Support and if so the type of learning support, whether the pupil is in a Mainstream or Special Class. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background. The data required for POD is marked with an asterisk and will only be entered on POD if your child enrolls in the school. All other information requested is required for the efficient running of the school.*

Decision Making Re Applications for Enrolment

The Board of Management, in accordance with school policy, makes decisions in relation to applications for enrolment. The Board usually notifies parents of their decision regarding Applications for Enrolment within 21 working school days of the closing date for applications.

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.

While recognising the rights of parents to apply to enrol their children in the school of their choice, the Board of Management is also responsible to respect the rights of the existing school community and in particular the rights of those children already enrolled. This requires balanced judgements which are guided by the principles of Natural/Constitutional Justice and also acting in the best interest of all children concerned. The Board of Management reserve the right to determine the maximum number of children in each separate class and/or classroom, bearing in mind the following:

- Size of available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational and / or behavioural needs.
- D.E.S. maximum class average directives (currently a maximum average of 26 children to one class teacher)
- The Board of Management is bound by D.E.S. Rules for National Schools, which stipulate that pupils can only be enrolled from the age of 4 years upwards though compulsory attendance does not apply until the age of 6 years. The BOM requires that all children must have reached their 4th birthday by 1st April on the year of commencement in Scoil Chroí Íosa. This requirement is designed to reduce wide age ranges in classes and to enhance the active learning and educational outcomes of all children

The Board will have regard for any 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 the children.

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 or accent, gender, traveller status, asylum-seekers or refugee status, religious or political beliefs and values, family or social circumstances.

Criteria

In the event that applications for enrolment exceed the number of places available, the following criteria will apply in order as listed below:

1. Age of child - Child must be at least age 4 by April 1st in the year of enrolment.
2. Siblings of present pupils.
3. Siblings of past pupils
4. Children of staff members
5. Children of past pupils

Note. If the class is oversubscribed within the application of Criteria 3, 4, 5 and 6 above, then places will be allocated on the basis of age starting with the oldest applicant until all places are allocated.

6. Children whose homes are in the immediate catchment area of Blarney Parish and Northern/Eastern section of Inniscarra parish. Where demand exceeds availability of places, the proximity of the child's home to the school, as determined by the Board of Management, takes precedence.
7. Where the number of qualifying applicants in any category listed above, exceeds availability of places, a lottery, as determined by the Board of Management will apply.

The Board, at its absolute discretion, reserves the right to set other, or alter the above criteria

Admission Day/Date:

The school arranges an induction meeting for parents of new entrants and a familiarisation day for new entrants in April / May each year.

The Board of Management encourages that Junior Infants may only be admitted to the school at the beginning of the new school year, but reserves the right to permit enrolment at a later time.

Enrolment of Children with Special Needs

Children with Special Education Needs are welcome to enrol in Scoil Chroí Íosa. 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 required to meet the needs of the child 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 of furniture, transport services or other.

The school will meet the parents of the child to discuss the child's needs and the schools suitability or capability in meeting those needs. Where necessary, other professionals, including Class Teacher, Special Education Teacher, Special Class Teacher, N.E.P.S. Psychologist or Special Education Needs Organiser (SENO) may be contacted for advice and possibly to meet with the principal and parents.

The Board of Management may defer acceptance of enrolment, if it deems the school isn't properly equipped to teach a pupil with special needs, until proper resources have been put in place.

Notwithstanding the availability of such resources, parents of children with special needs who are unsatisfied 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 children with special needs

Enrolment to Speech and Language Disorder (Development Language Disorder) Class

A Specific Speech and Language Disorder / Development Language Disorder) Class was established in Scoil Chroí Íosa in 2004.

A 'Special Language Class' is a class in a mainstream primary school which caters for the educational and speech and language needs of children with a diagnosis of Specific Speech and Language Disorder/Impairment. The classes are staffed by a primary school teacher. A HSE Speech and Language Therapist works in the class for a set number of days per week. There is a maximum of seven children in the Language Class in any one year, as per DES and HSE requirements. Language Classes follow the regular Primary School Curriculum. Children attending a Special Language Class will integrate with their peers from mainstream classes for some subjects, during Break Times and for school activities such as concerts/school tours. The teacher and Speech and Language Therapist work closely together to help promote each child's speech, language and communication skills integrated in the educational setting.

Criteria for Enrolment in a 'Special Language Class':

Enrolment criteria for Special Language Classes have been set by the Department of Education and Skills

(DES Circular 0038/2007: see www.education.ie):

- a) The pupil has been assessed by a psychologist on a standardised test of intellectual ability that places non-verbal ability within the average range or above (i.e. non-verbal IQ of 90, or above).
- b) The pupil has been assessed by a Speech and Language Therapist on a standardised test of language development that places performance in one or more of the main areas of speech and language development at two standard deviations or more below the mean, or at a generally equivalent level. (i.e. 2 standard deviations or below, at or below a standard score of 70).
- c) The pupil's difficulties are not attributable to hearing impairment; where the pupil is affected to some degree by hearing impairment, the hearing threshold for the speech-related frequencies should be 40Db.
- d) Emotional and behavioural disorders or a physical disability are not considered to be primary causes.

Enrolment Procedures for Speech & Language /Developmental Language Disorder Class:

Once a diagnosis of DLD is established a child may be referred for Language Class placement. Typically it is a child's Speech and Language Therapist who makes the recommendation for referral to a Language Class. The referral is brought to the annual North Lee Advisory Admissions Board Meeting which usually occurs during Term 2/3 of the school year. Advisory Board members include some or all of the following:

- Language Class Speech and Language Therapists
- Speech and Language Therapy Manager/Clinical Specialist
- Language Class Teachers
- School Principals
- Psychologists

Reports on each child from a Psychologist, Speech and Language Therapist, pre-school/school teacher and other professionals, where relevant, are circulated to the Board members. The Advisory Admissions Board considers all the referrals for Language Class placement. It makes its recommendation to Scoil Chroí Íosa Board of Management for enrolment in the available places in Language Classes for the eligible and suitable referrals. The recommendation is based on agreed criteria:

- Severity of the DLD
- Age of the child
- The degree to which the DLD impacts on the child's academic performance and social functioning.
- Suitability of Language Class placement for the child at that time.

Duration of Enrolment in a Language Class:

The typical placement duration is for two academic years. For some children only one year in a Language Class is necessary, other children may need longer. Each child's placement in a Language Class is reviewed at the end of the school year and decisions made on the most appropriate placement for the following year. Upon discharge from the Speech & Language Class, the pupil (re-) enrolls in his/her local primary school. Enrolment in Scoil Chroí Íosa's Special Language Class bestows no entitlement/advantage to enrolment in a mainstream class in Scoil Chroí Íosa upon discharge from the Speech & Language /DLD) Class.

Parental Involvement:

Once a child is offered a place in the Language Class parents are welcome to arrange a visit to the class. Parents are expected to attend meetings with the Language Class Teacher and Speech and Language Therapist as required during the school year. Parents are encouraged to be involved with setting speech and language goals and implementing speech and language therapy programmes while their child is attending the class. Parental support is important to ensure that a child benefits fully from his/her time in the class.

Please note: Not all children with DLD will need to attend a Language Class. Other placement models may be appropriate to meet a child's educational and speech and language needs. Further information regarding the operation of, and application for enrolment in, the SSL/ DLD Class is available from Ms. Anne Horgan (North Lee Speech and Language Therapy Manager, HSE).

Enrolment of Pupils Transferring from Other Schools

Pupils may transfer to Scoil Chroí Íosa at the start of the school year, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. Pupils transferring mid-year will be accommodated subject to the discretion of the BOM. The school may be unable to accommodate children in age-appropriate classes and it may be unreasonable to reorganise classes mid-year. All efforts will be made to accommodate families who move house into the immediate Blarney Parish catchment area. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated to the school (in accordance with the terms of the Education Welfare Act 2000).

The Principal, on behalf of the Board of Management, will contact the Principal of the school from which it is requested to transfer to Scoil Chroí Íosa. Parents wishing to transfer will be informed of this policy and of the Principal's intention to discuss all aspects of the pupil's behaviour and academic progress. All information will be treated in the strictest of confidence.

The Board of Management reserves the right to refuse admission in exceptional circumstances where it feels,

- a) A pupil poses a high risk to other pupils, staff or school property

- b) A special needs pupil is not in receipt of any provision of resources
- c) Parents refuse to accept and sign up to the school's Code of Behaviour
- d) Relevant information has been omitted from the Application for Enrolment Form, or inaccurate or false information has been used.

Code of Behaviour

It is a condition of enrolment that parents accept and sign our Code of Behaviour, a copy of which can be viewed on our school website.

Children enrolled in our school are required to co-operate with and support the school Board of Management Code of Behaviour as well as all other policies on curriculum, organisation and management.

The Board of Management places responsibility on parents/guardians to ensure that their children co-operate in an age appropriate way with the policies of the school.

In accordance with the Department of Education's Rules for National schools, a child may be suspended in certain circumstances.

The school appends its Code of Behaviour and complaint procedure to this Enrolment Policy in accordance with the terms of the Education Welfare Act, 2000 and the issue of appropriate guidelines by the National Education Welfare Board. These policies may be added to and revised from time to time.

Appeals Procedure:

Parents/Guardians who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal.

Parent/Guardians who are dissatisfied 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.

Endorsement

Scoil Chroí Íosa enrolment Policy was reviewed and updated at meetings of the Board of Management on the 14th March 2018. The responsibility for its day-to-day implementation rests with the Principal and teaching staff subject to the direction and authority of the Board of Management.

This Enrolment Policy will be further reviewed after there has been a material change in any matter to which this document refers.

Signed: Fr. Michael Fitzgerald
Chairperson of Board of Management
Management

Signed: Mary Magner
Principal/Secretary to the Board of

Date: 14th March 2018

Appendices

Copies of the following documents as referred to above are available for perusal at the School Administration Office by prior appointment.

1. Education Act 1998
2. Education Welfare Act 2000
3. Application for Enrolment Form
4. Code of Behaviour for Scoil Chroí Íosa.