

ENROLMENT POLICY

Introductory Statement:

The Board of Management wishes to state that it is setting out its policy in accordance with the provisions of the Education Act 1998.

The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters,

The Chairperson of the Board of Management and the Principal teacher will be happy to clarify any further matters arising from the policy.

Name of the School:

St. Brendan's Boys Primary School, Moorpark Street, Birr, Co. Offaly.

Type of School:

All boys' school catering for all classes from Junior Infants to Sixth. There is also one Special Class for children with Special Needs.

Teaching Staff:

There are nine mainstream teachers and one Special Needs teacher. There is one Learning Support Teacher and One Resource Teacher. There is one permanent teacher for travellers and one temporary teacher for travellers shared with neighbouring schools.

Denominational Character:

The school denominational character is Catholic and the Patron is the Bishop of Killaloe.

Funding and Resources:

The school depends on the grants and teacher resources provided by the Department of Education and Science and operates within the regulations laid down from time to time by the Department. At all times School Policy must have regard to the resources and funding available.

Curricular Content:

The school follows the Curricular programme prescribed by the Department of Education and Science which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Inclusiveness:

Within the context of the parameters of the Department regulations and programmes, the rights of the patron as set out in the Education Act, and funding and resource available, the school supports the principles of

- Inclusiveness, particularly with reference to the enrolment of children with disability or other special educational need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment
- Respect for diversity of beliefs, values, traditions, languages and ways of life in society.

- School opens to receive pupils at 9.15 am, class begins at 9.20 am. Infant classes go home at 2.00pm. All other classes end at 3.00 pm.

Induction of Infants:

Introductory Statement

It is necessary to work on this area so that parents would be fully informed of all arrangements and provisions for the induction of their children to formal primary school.

The Principal and Teachers of St. Brendan's P.S. and the Home School Liaison Teacher were involved in implementing this induction process. The initial meeting took place in Spring 2000. It supports the mission statement by providing a caring and supportive school climate for children entering school for the first time.

Aims

1. To reduce stress and anxiety associated with starting school from both a parental and student prospective.
2. To provide guidelines for parents in preparing their child for school.
3. To assist parents in making their child's adjustment from home to school as easy as possible.
4. To familiarise the child with the school environment.
5. To inform both parent and child methods of establishing patterns of good behaviour.

Content

1. Invitation issued to all parents and potential students.
2. Introductory talk by the Principal, Infant Teacher and Home School Liaison Teacher.
3. Question and answer session.
4. Provision of Introductory Booklet.
5. Pupils invited to attend classes on 2 half days in June.
6. Junior and Senior Infants day ends at 2.00pm. Supervision outside this time is parental responsibility. Special provision has been made for Travellers to go home by bus at 2.00pm.

Roles and Responsibility for development, implementation and reporting.

- Infant Teachers
- Principal
- Home School Liaison Teacher

Success Criteria

1. Observation by class teacher of how effective the guidelines outlined during the presentation are demonstrated by the child.
2. Feedback from parents during Parent/teacher meetings.

Application procedures:

In February/March each year an announcement will be made through the Parish Newsletter and local newspaper that enrolment for the following year is in progress. On approaching the school Principal a Parent/Guardian will receive a "Registration Form". On completing this form a Parent/Guardian will supply the information required including

- pupils name, age, address
- names and addresses of pupils, parents/guardians
- contact telephone numbers in case of emergency
- details of any medical conditions which the school should be aware of
- Religion
- Previous school attended, if any, any reason for transfer, if applicable.
- Any other relevant information including any such other information may be prescribed under the Education Welfare Act 2000.
- Copies of Enrolment Policy, Code of Discipline and Internet Usage Policy will be made available to Parents/Guardians.

Decision Making:

Decisions on enrolment made by the Board of Management of the school are in accordance with School Policy.

As a general principle, in so far as practicable and having regard to the school's enrolment policy, children will be enrolled on application provided there is space available.

The Board is bound by the Department of Education and Science's Rules for National schools which provides that pupils may only be enrolled from the age of 4 years and upwards.

Criteria for Enrolment:

1. It is a policy of this school that a person must be 4 years of age on the 1st September of the year of enrolment.
2. In exceptional circumstances, this will be reviewed by all parties concerned, on an individual basis.
3. Enrolment shall be on the basis of first come - first served.
4. Priority will be given to children from within Parish Boundaries.
5. Class numbers should not exceed Dept. Of Education and Science guidelines.
6. In accordance with Department guidelines, it is the policy of the school that no child may be enrolled if he has completed sixth class in another school.
7. It is the policy of the school that no child may be accepted into the school from another school in mid-term unless he has moved residence and so necessitated a change of school. After consultation with the school in question, an exception may be made to this policy.

Enrolment of children with special needs.

In relation to application for the enrolment of children with special needs it is open to the Board of Management to request a copy of the child's medical and/or psychological report or where such a report is not available, to request that the child be assessed immediately. The purpose of this assessment report is to assist the school in establishing

the educational and training needs of the child relevant to his disability or special needs and to profile the support services required.

Following receipt of the Report, the Board may 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 & Science 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 provision of any or a combination of the following:

- Visiting teacher service
- Resource teacher for special needs
- Special needs assistant
- Specialized equipment - furniture, transport services

Please note the above policy must be read in conjunction with the following policies

1. Induction of Infants
2. Induction of children other than infants

Success Criteria

- Observation by Class Teacher and Principal Teacher of how successful the transition to the new school environment is.
- Formal and informal inquiries from parent or Guardian.

Review

The policy will be reviewed annually to ascertain the success or otherwise of its contents.

Ratification and Communication

The Policy is ratified by the Board of Management, Principal and Teachers and communicated to all partners through to usual school procedures.