



Enrolment/ Admission Policy

Section A. General Information

General Introduction:

Scoil Inse Rátha is a Roman Catholic school under the Patronage of the Bishop of Cork & Ross.

This enrolment policy is being set out 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, Michéal Rea school contact details below, will be happy to clarify any further matters arising from the policy.

School Name: Scoil Inse Rátha, Little Island NS

School Address: Little Island, Co. Cork

Telephone No.: 021 4354087

Denominational Character: Roman Catholic.

Name of Patron: Bishop John Buckley

Total Number of Teachers in the School: 7 classroom teachers plus the Principal and 4 Support Teachers.

Range of Classes Taught: The full range of classes are taught at Scoil Inse Rátha, Little Island NS from junior infants to sixth class. Scoil Inse Rátha, Little Island NS is a co-ed, multi-grade school.

The school depends on the grants and teacher resources provided by the Department of Science and Education 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.

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 Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the right of the patron as set out in the Education Act (1998), 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; and
- ❖ respect for diversity of values, beliefs, traditions, language and ways of life in society.

The school day

The school opens for school business at 8.50am. Supervision is provided from 8.30am. All pupils are expected to be in class, ready to start lessons at 8.50am.

School ends for infants at 1.30p.m.

School ends for all other pupils at 2:30p.m.

Lunchtime for JI-1st Class: 10.40-10.55am – small break. 12.30-1pm: big break (eat in class 12.30-12.40pm and play 12.40-1pm).

Lunchtime for 2nd-6th Classes: 11-11.15am: small break. 1-1.30pm: big break (eat in class 1-1.10pm and play 1.10-1.30pm).

Section B. Enrolment Procedures

Parents seeking to enrol their child (ren) in Scoil Inse Rátha, Little Island NS must contact the school and we will take your name and contact details. In the November prior to starting school we will send you an Enrolment Application Form and ask you to return it with an original Birth/Adoption Certificate to the school. Applicants after November will be asked to fill in the Enrolment Application Form. Closing date for receipt of all applications is 26th January for 2018. The Board of Management would appreciate completed enrolment application forms to be handed into the school office as soon as possible. Late applications will not be part of initial decision making process and will be placed on a reserve list.

Decision Making

The Board of Management in accordance with school policy makes decisions in relation to applications for enrolment. The Board will notify parents of their decision within 21 days of the closing date. As a general principle and in so far as is practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that 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, though compulsory attendance does not apply until the age of 6 years.

Children must be four years old before September 1st when they join Junior Infants.

Children may only start Junior Infants at the start of the school year.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Inse Rátha, Little Island NS 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 circumstance, 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/health and welfare of children.
- 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

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year 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-priority to oldest.
- b. Children whose home address is in Little Island – priority to the oldest
- c. Children of current school staff – priority to the oldest
- d. Children living within the R.C. parish of Glounthaune – priority to the oldest
- e. In the event of being unable to enrol a child (ren), those children will be put on a waiting list for the school year for which the application has been made. If parents wish to have their children considered for the following school year, a new application must be submitted. Applicants on the reserve list will only be offered a place in the school when the waiting list is cleared and will be prioritised according to a-e above.

Registration/Admission Date

Junior Infants may only be admitted to the school on first day of the academic year. Other pupils may be enrolled during the school year if newly resident in the area and subject to space and the school's Enrolment Policy.

Pupils Transferring

Pupils wishing to transfer from other schools are enrolled subject to our school's Enrolment Policy and to the Rules governing National Schools. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

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 required 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, 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, class teacher, support teacher or psychologist, as appropriate.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provisions 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 education needs.

Code of Behaviour

Abiding by our Code of Behaviour is a condition of enrolment. 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, the Board of Management may be forced to suspend a child. This policy may be added to and revised from time to time.

Policy Review: -

This policy will be reviewed regularly in light of experience and at least every five years. Any staff members, board member, parent, guardian or student may request a review of this policy at any time and this will be dealt with as quickly as possible.

Signed: _____
Chairperson

Signed: _____
Principal

Date: 17/1/2018