

Enrolment Policy – St. Safan’s

Introduction:

The Board of Management of St. Safan’s has set out its policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the Chairperson and the principal teacher will be happy to clarify any further matters arising.

Decisions, in relation to applications for enrolment, are made by the Board of Management of the school, in accordance with school policy.

General Information

Name of School: St. Safan’s
Drumdoit
Castlefinn
Co. Donegal

Telephone: 074 9146521

Chairperson: Fr. Michael Porter

Principal: Mrs. Breda McConnell

The Bishop of Derry is patron of the school.

At present, the teaching staff is comprised of 3 class teachers, 1 Learning Support, 1 part-time Resource Teacher, and a principal teacher. The full range of classes is taught in the school and classes are of mixed gender and ability.

The school operates within the regulations laid down by the Department of Education and school policy has regard to the resources and funding provided by the Department of Education and Science.

Classes start at 9.20 a.m. and finish at 3.00 p.m. Infant classes finish at 2.00 p.m.

Aims and Objectives of the Policy:

- To ensure the efficient management of the school through prudent distribution of pupil numbers through the classes
- To fulfil the requirements of the Education Act, 1998 and the Education Welfare Act (2000)

The Board of Management of St. Safan’s reserves the right of admission if such admissions contravene Department guidelines.

Procedures

Junior Infant Enrolment Procedure

In February of the year of school entry, The Board of Management will communicate enrolment arrangements, giving closing dates for enrolment applications, through

- Parish Newsletter
- School Newsletter
- Parent Bodies
- School Web Site

Parents seeking to enroll their child in junior infants are asked to return a completed Enrolment Application Form available in the school with an original Birth/Adoption certificate to the school by the date specified. Failure to fully complete forms will result in refusal to admit the applicant. Telephone

calls or personal school visits concerning enrolment will be facilitated but are not in themselves enrolment applications.

Entry in the School Record of Applications means that an application will be considered in early March of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

The information required when children are being enrolled is as follows:

- Biographical details of pupil including religion and PPSN
- Contact telephone numbers
- Details of any medical conditions which the school should be aware of
- Details of any legal orders of which the school should be aware
- Previous schools attended, if any, and reasons for transfer, if applicable
- Any other relevant information, including such information as may be prescribed under the Education Welfare Act, 2000.

Children must have reached the age of 4 years on or before the last day in August.
Children will not be admitted to Junior Infants after the 1st September.

Enrolment Criteria:

St. Safan's has traditionally accepted children from Urney and Castlefinn Parish.

If, in any one year, the number of applicants exceeds the number of places available, the following prioritizing criteria will be used:

Priority	Criterion
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|----|---|
| 1. | Siblings of children already enrolled in the school. |
| 2. | Children of the current teaching staff of the school |
| 3. | Children resident in the Republic of Ireland |
| 4. | Children of a Catholic ethos |
| 5. | Children who live within the parish boundaries |
| 6. | Children from Urney side of Parish as determined by parish records. |
| 7. | Children whose parents attended the school |
| 8. | Age of children |
| 9. | Lottery |

Places must be accepted not later than 14 days after the offer of a place has been notified.

Under Section 29 of the Education Act, 1998, any parent or guardian can appeal a school's refusal to enroll his/her child.

Enrolment from Senior Infants to 6th Classes.

Parents who wish to enroll a child during the school year must make a formal application in writing to the Board of Management for consideration at its next Board meeting.

Parents who wish to enroll their children in Senior Infants to 6th classes are asked to fill in an application form and submit the following information:

- Pupil's name, age, date of birth and address
- Parents\Guardians names, contactable phone numbers
- Contact Telephone numbers for reliable people in the event of Parents\guardians not being contactable in an emergency
- Details of medical conditions which the school should be aware of
- Religion
- Previous schools attended and reason for transfer if applicable
- Other information which the Board of Management deems relevant to the welfare of the child
- A Birth Certificate must be presented at this time.

If the number of applicants from enrolment exceeds the number of places available at a particular class level, children will be accepted according to the following prioritizing criterion

Priority	Criterion
1	Brothers and sisters already in the school
2	Children of current teaching staff
3	Children from the Republic of Ireland
4	Children of a Catholic ethos
5	Children who live within the Parish boundaries
6	Children whose parents attended the school

Places must be accepted in writing not later than 14 days after dispatch of B.O.M. enrolment letter.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organization and Management.

The enrolment form filled out by applicants is strictly confidential and may be used in time by the class teacher for the child's benefit.

Evaluation:

The Board of Management will monitor the implementation of all aspects of the Policy and amend the Policy as required.

Appendix 1:

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It will make every effort to secure those resources – where the resources cannot be secured the school may refuse admission. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political beliefs, family or social circumstances, provided the necessary supports are in place in the school, subject to the criteria of the policy.

In relation to applications for enrolment of children with special needs, the Board of Management may request a copy of the child's medical and/or psychological report. Where such a report is not available, the Board of Management may request that the child be assessed immediately by the appropriate professional. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her 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 of Management deems the further resources are required, it will request the Department of Education and Science, to provide the resources required to meet the needs of the child as outlined in psychological or medical reports. Such resources may include for example the provision of any or a combination of the following:

- Visiting teacher service
- Resource teacher for special needs
- Special needs assistant
- Specialized equipment or furniture
- Transport service

The school will meet the parents/guardians of the child to discuss the child's needs and the schools suitability or capability in meeting those needs. The school supports the principles of

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

The Board of Management of St. Safan's in its Enrolment Policy respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Available class space
- Educational Needs of the children
- Presence of children with special needs
- Department of Education and Science class size directives
- Time of school year

It may be necessary for the Board of Management of St. Safan's to decide to defer enrolment of a 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 reports.

Appendix 2:

St. Safan's is a Catholic school and the underlying ethos of the school is a Catholic ethos. A crucial element of the promotion of this ethos is the teaching of the religion in class. While we welcome children of all religions to our school, we cannot provide supervision outside the classroom for children who do not wish to participate in religion classes.

Ratification: This policy was adopted by the Board of Management on

Date: 10th September 2015

Signed: Michael Forlin Chairperson