

Kilsheelan NS

Enrolment and Admissions Policy

Introduction

The Board of Management of Kilsheelan NS is setting out, in this statement, the policy of the school, in regard to enrolment and admission of children to the school, in accordance with the provisions of the Education (Admissions to Schools) Act, 2018.

The Board trusts that this statement of policy will be of assistance to parents and guardians in relation to enrolment and admission matters.

The Board also wishes to state that the Chairperson and the Principal of the school will be willing to clarify any matters arising from this policy statement.

Part 1: School Ethos

The school is a Catholic Primary school, which caters for boys and girls from Junior Infants to Sixth class. It operates under the patronage of the Diocese of Waterford and Lismore.

The school is managed by a Board of Management, is funded by the Dept. of Education and Skills (DES), and operates within the guidelines and regulations set down from time to time by that Department.

The school recognises the central role of the family as the primary educator of the child. The school aims to provide the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its students, with the resources available to us. The focus of the school philosophy is the education of the whole child to reach his full potential. Our school upholds the values and principles of a Christian education in the Catholic tradition. Working together as a school community, the Board of Management, Principal, staff, parents and pupils will strive to provide an environment, which will allow all students to develop to their maximum potential and fulfil their role in society.

Part 2: Operating Context

(a) The school operates within the context and parameters of the DES regulations and programmes.

(b) The school recognises the rights of the patron as set out in the Education Act of 1998,

section 15, (1) and (2).

(c) The school recognises that it is limited by the funding and resources available to it.

Within this context, the school supports the following underlying principles:

- Inclusiveness, especially with reference to the enrolment of pupils with special educational needs.
- Equality of access and participation in the school.

- Parental choice in relation to selection of school, having regard for the characteristic spirit of that school.
- Respect for diversity. The school respects diversity of traditions, values, beliefs, language and way of life.

School Resources

The financial resources of the school are provided by a combination of DES grants, capitation grants and fund-raising. The teaching resources are provided by the DES teacher allocation.

The implementation of the school's enrolment policy must have due regard to the financial and teaching resources of the school.

The school operates within the rules and regulations set down from time to time by the DES. It also follows the curricular programme prescribed by the DES, which may be amended from time to time by the DES, in accordance with the Education Act 1998, (sections 9 and 30).

Data Protection

The school is a Data Controller under the Data Protection Act 1988 and 2003. Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, Tusla and the National Educational Welfare Board.

Contact details will also be used to notify you of school events and activities. We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your child's personal data, you should write to the School Principal.

Part 3: School Details 2019/2020

Name of school: Kilsheelan NS

Address of school: Kilsheelan, Clonmel, Co. Tipperary

School contact number: Phone. 052-6133317

E-mail. kilsheelanns@gmail.com

Website: www.kilsheelanns.com

School Principal: Mr. Kevin Prendergast

Deputy Principal: Ms. Anne Gaughran

Chairperson of the Board of Management: Mr. Seán Connolly

Special Education Teachers: Ms. Anne Gaughran
Ms. Fiona Maher

Class Teachers and Divides: Ms. Jennifer Davey (Junior and Senior Infants)
Ms. Ann O'Brien (1st and 2nd Class)
Mr. Brian Loram (3rd and 4th Class)
Ms. Michelle Hanrahan (4th and 5th Class)
Mr. Kevin Prendergast (5th and 6th Class)

Visiting Educationalists

On occasions, we will welcome drama groups, environmental experts, performers, entertainers, musicians, storytellers, social-awareness groups, sports coaches etc. to the school, to enhance the learning experiences of the pupils.

School Secretary: Caroline Bolger

School Caretaker: Seamus Bolger

Opening Times:

9.20 a.m. --- 3.00 p.m. Junior & Senior Infants finish at 2.00p.m. The school premises will be open to pupils from 10 minutes before official opening time on very rainy days. It should be noted that the pupils will not be supervised in the yard prior to opening time. If there is any deviation from the usual times of opening or closing, for any reason, parents or guardians will receive prior notice of adjusted times.

The School Calendar:

The school calendar is drawn up for the coming school year at the end of the current school year.

Parents or guardians will be supplied with a copy of the calendar via the Homework Journal and it will be available on our school website - www.kilsheelanns.com
If the calendar has to be adjusted for any reason, parents or guardians will be informed.

The School Curriculum:

The school follows the curricular programme set down by the Department of Education and Skills, which includes the subjects Religion, Irish, English, Mathematics, SESE, Visual Arts, Drama, Social Physical Health Education, and Music.

Extra-curricular activities:

Pupils are encouraged to take part in a wide range of artistic, sporting, social and cultural activities, which helps to develop their talents. This provides them with the ability and confidence to be involved in various activities in later life. Development through team games is greatly encouraged in the school.

Extra-curricular activities may include Swimming, Gaelic Football, Hurling, Soccer, Athletics and Quizzes.

Parent-Teacher Meetings:

Formal Parent-Teacher meetings are held once a year in November. Parents or guardians will receive prior notice of the meetings. All parents/guardians are strongly urged to attend, in the best interest of the child.

School Functions:

Parents or guardians are welcome to attend any special functions in the school. These may include the annual school Christmas Mass, 6th Class Graduation etc.

Fund-Raising: It is necessary for the school to arrange fund-raising events to supplement funding from the Department of Education and Skills and other official grants, in order to maintain a high level of service to the needs of our pupils. Parents and guardians are therefore urged to support all our fund-raising efforts.

Parents' Association:

The school has a vibrant, active, voluntary Parents' Association. The association helps to promote the development of the students, and organises and assists with various school activities. The Association can be contacted through the School Office. New members are always welcome.

Part 4: Application Procedures

The school welcomes all students and aims to provide an integrated and inclusive education.

Please note that completion of an application form or placing your child's name on a list, however early, does not confer an automatic right to a place in the school.

The Board of Management has stipulated clear criteria for enrolment. These are listed below in order of the priority afforded to each. These criteria will be used to prioritise children, who have reached the stipulated age and followed the required application procedure for enrolment.

Enrolment Criteria

In the event of the number of children seeking to be enrolled exceeding the space and staffing available, the following priority listings will apply:

1. Siblings of Children already enrolled in and attending the school.
2. Children who live in the Kilsheelan area
3. Children attending the local preschool
4. Any child who presents for a place. Order based on date of application.

Application for Enrolment

1. Junior Infants must be 4 years of age by August 31st in the year of entry.
2. Parents wishing to enrol their children in this school should, in the first instance, fill in an enrolment form available from the school or downloadable our website at www.kilsheelanns.com. A copy of the school's enrolment policy is available on the school website.
3. Parents will be required to provide details of their child's name, p.p.s. number, age and address, religion, previous education, special educational needs and any medical needs. Birth/Baptismal certificates will be requested.

4. In the case of a child with specific special educational needs, the B.O.M. may request copies of medical and/or psychological reports in order to assess the school's ability to appropriately provide for the education of the child. In such cases, a meeting will be held with the child's parents and all personnel involved in the care of the child. The purpose of the meeting will be to discuss the needs of the child and to profile the support services required. Following this meeting and on receipt of all relevant reports, the B.O.M. will assess how the school can meet the needs identified. Application may be made to the Special Educational Needs Organiser for additional resources if appropriate.

Excess Applications

The criteria for deciding on acceptance or refusal of applications, where the number of applicants exceeds the number of places available, is set out in an open, transparent and fair manner under the heading enrolment criteria shown above.

Transfer of pupils from other schools

Pupils from other schools may transfer into the school at any time subject to the following conditions.

- The transfer is in accordance with the school's enrolment policy.
- The school is satisfied with the reasons for the transfer.
- The transfer is in the best interest of the pupil, and pupils within the school.
- All relevant information from the former school is made available.
- Space is available in the school to facilitate the transfer.
- The Educational Welfare Officer is consulted, if necessary.

Decision-making Process

Decisions in relation to admissions are made by the Board of Management, in accordance with the school's enrolment policy. The Board will have regard for the relevant conditions prescribed by the DES concerning class size, staffing provisions, accommodation, physical space, health and welfare of children and eligibility for enrolment.

Our school has a statutory duty under Section 9 of the Education Act, 1998 to provide an education to students that is appropriate to their abilities and needs therefore The Board of Management reserves the right to refuse an application for admission in exceptional circumstance. For example:

- (a) The pupil 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
- (b) In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

The right of appeal

If the Board of Management refuses to enrol a student in our school, the parents have a statutory entitlement under Section 29 of the Education Act 1998 to appeal that decision. This appeal must be lodged within 42 days of receipt of the refusal from the school. The appeal should be made to The General Secretary, Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1, on the relevant form.

The Board's decision will be given in writing and the reason for the refusal will be clearly stated.

The school must be informed in writing by the parents/guardians of their decision to appeal.

Documentation

When applying for enrolment of their child to the school, parents or guardians will receive the following documentation -The Enrolment Form of the school and access to the Enrolment Policy which is available online at www.kilsheelanns.com

Children enrolled in our school are required to co-operate with and support the school's policies including policies on Code of Behaviour (available in school office and on school website), Curriculum, Organisation and Management. The BOM places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

This document states the Enrolment Policy of our school at the present time. It will be updated on a yearly basis by the Board of Management or sooner if required by the Department of Education and Skills.

This policy was updated and ratified by our Board of Management on

Next Review:

Signed: _____ Date: _____
Chairperson Board of Management

Signed: _____ Date: _____
Principal