

Crusheen National School, Crusheen, Co. Clare **Enrolment/Admissions Policy**

The Enrolment/Admissions policy of Crusheen National School, is set out in accordance with the Education Act, 1998. This policy was formulated by the teaching staff in . The Board of Management trusts that this policy will assist parents in relation to enrolment matters. Maranna Quinlavan , Chairperson of Crusheen N.S. Board of Management and Therese O'Connell , School Principal will be happy to clarify any further matters arising from this policy.

Crusheen N.S. is a Catholic co-educational primary school which strives to provide a well ordered, caring, happy and secure environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While our school is a school with a Catholic ethos, it also has due recognition and respect for all other religions.

General Information

School Details:

Name:	Crusheen National School
Address:	Crusheen, Co.Clare
Telephone:	065-6827183
E-Mail :	crusheen@eircom.net

Crusheen N.S. is a Catholic Co-Educational Primary School under the Patronage of the Catholic Bishop of Killaloe. The Board of Management of Crusheen National School manages the school on behalf of the Patron, and in accordance with the Rules for National Schools (Department of Education and Skills). As such, the Board of Management is charged with the direct governance of the school.

The school caters for pupils from Junior Infants to Sixth Class. Currently, there are 5 mainstream class teachers (including the Principal), a full time Special Educational Needs teacher and we also have 2.5 hours SEN in a cluster arrangement with Kilmaley NS.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school:

To make decisions on all applications in an open and transparent manner consistent with the ethos, the Mission Statement of the school and legislative requirements.

To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.

To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Aims

The school shall have in place appropriate channels of communication and procedures:

To inform parents about the school, its programmes, activities, and procedures

To enable applications for admission to the school to be handled in an open, transparent manner

To put in place criteria under which applications shall be considered

To ensure that these criteria are informed by our ethos, our mission statement and current legislation

To specify what information is required by the school at the time of application

Funding

Crusheen N.S. depends on grants and teacher resources provided by the Department of Education & Skills and it operates within the regulations laid down by this Department. All policies prescribed by Crusheen N.S. Board of Management are subject to the resources and funding made available to it by the Department of Education & Skills.

Curriculum

Crusheen N.S. follows the curricular programmes prescribed by the Department of Education & Skills, in accordance with Sections 9 and 30 of the Education Act 1998.

Enrolment Procedures

Application for enrolment on behalf of Junior Infants should be made **on or before 30 April** prior to the commencement of the school year in September. Parents and guardians are invited to call to the school office for an application form. The application form is also available from the school website www.crusheenns.net. Application forms should be completed and returned to the school before 5 p.m. on the closing date for admissions. Copies of the child's Birth and Baptismal Certificates should accompany the application.

In accordance with Department of Education and Skills's Rules for National Schools, only pupils who have reached the age of 4 years will be enrolled in Crusheen National School. The constitutional right of every child between the ages of six and fifteen to an education in the school of his/her choice has been considered.

Application for immediate admission in the current school year

- Application forms are available from the school secretary
- Failure to fully complete forms could result in refusal to admit the applicant
- The behaviour record of a student in their previous school shall be considered
- The attendance record of a student in their previous school shall be considered
- Class size will be considered.

Criteria

Please note: Available places will be offered to children in the following order. In the event of over-subscription in any of the categories listed, priority will be given to the eldest of the applicants in that category.

A) Children whose siblings have attended or presently attend Crusheen N. S.

B) Children of current staff members

C) Children, who are resident in the Parish at the time of application and who continue to be resident in the Parish at the time of official enrolment.

If there are remaining places after the above process has been completed, places will then be offered firstly to children closest to the school.

The Board of Management will inform the parents/guardians in writing of its decision re. admission not later than 21 days from receipt of a satisfactorily completed enrolment form.

Enrolment of Children with Special Needs

Crusheen N.S. supports the principles of inclusiveness and equality of access and participation, within the context of Department of Education and Skills regulations and programmes, and within the funding and resources that are available.

The Board of Management requests that medical/psychological assessments be made available to assist the school in establishing the educational and training needs of the child relevant to his/her special needs and to profile the support services required.

Following receipt of such reports, the Board of Management will 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 & Skills and/or The National Council for Special Education, prior to enrolment, to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report.

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 may also be held.

The Board of Management reserves the right to refuse to enrol a pupil who would otherwise be entitled to a place, where there are exceptional circumstances. Exceptional circumstances would include situations where a pupil has special needs such that, even with additional resources provided by the Department of Education & Skills, the school is not in a position to provide the pupil with an "appropriate education".

The Board of Management of Crusheen National School, in its Policy of Admissions/Enrolment, 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:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Skills class size directives
- Appropriate Supports and Resources are available
- Time of school year

Transfer of Pupils

Pupils who move into the Crusheen/Ballinruan area after the official enrolment period, or during their primary education, may be enrolled in Crusheen National School, subject to enrolment criteria qualification, available space and in some cases, the approval of the Minister of Education and Skills. Information concerning attendance and the child's educational progress from the child's previous school should be furnished on transfer.

The legal obligation to share information in relation to attendance and educational progress has effect only when the child has been put on the register of the second school and not before. The numbers of pupils enrolled on the 30th of September of each school year, determines the teaching staff allocation for the following school year

Appeals

If the Board of Management refuses to enrol a child in Crusheen National School the parent/guardian of the child following the conclusion of any appeal procedures at school level has a statutory entitlement under Section 29 of the Education Act 1998 (as amended by Section 4 of Education (Miscellaneous Provisions) Act 2007) to appeal that decision to the Secretary General of the Department of Education and Skills.

Code of Behaviour and Discipline

Crusheen N.S. Code of Behaviour and Discipline will be appended to this Admissions Policy.

Monitoring Procedures

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

Ratification

This enrolment policy was ratified by the Board of Management on .

Signed; _____

Chairperson BOM

Date;