

Enrolment Policy

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Oylegate NS

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General Information

Oylegate National School (N.S.),
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The enrolment policy of Oylegate N.S is 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, Oylegate N.S., Fr. Jim Cogley, and the School Principal, Mark Kelly will be happy to clarify any further matters arising from this policy.

Oylegate N.S is a Catholic National School for boys and girls under the patronage of the Bishop of Ferns, Bishop Brennan. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

There are 9 teachers including a principal, a learning support teacher and 2 resource teachers. The school caters for pupils from approximately age 4 years to 12 years in classes from Junior Infants to Sixth Class.

The school depends on grants and teacher resources provided by the Department of Education and Science and operates within the rules and regulations laid down from time

to time by the Department of Education and Science. This enrolment policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Oylegate N.S follows the curricular programmes laid down by the Department of Education and Skills 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 of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of Oylegate N.S 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 the diversity of values, beliefs, traditions, languages and ways of life in society.

Therefore, no child will be refused access to Oylegate N.S for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

However, if resources are not in place to meet the special needs of a child, Oylegate N.S. reserves the right to refuse to enrol that child.

Policy Considerations

The Board of Management of Oylegate National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

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

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided

the enrolment criteria are fulfilled.

The Board of Management of Oylegate National School, 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:

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 & Science class size directives

Appropriate Supports and Resources are available

Time of school year

Procedures

As a general principle and insofar as practicable having regard to the enrolment policy of Oylegate N.S., children will be enrolled on application provided there is space available. Pupils will, as a rule, only be admitted to Junior Infant classes during the month of September. Children may be admitted to a Junior Infant Class during the school year provided they are transferring from another school.

Application Procedures

The Board of Management has determined that the school principal will accept applications for enrolment in Junior Infants up to September. Each January and February the school principal will communicate generally to the school community through school newsletters, parish newsletters and any other appropriate media that applications are being accepted.

The Board of Management has determined that the enrolment process will be conducted by way of written applications only.

Provision of Key Information by Parents

Applications will only be accepted on the basis of a fully completed School Enrolment form. Such information may include:

Pupil's name, age and address; and addresses of pupil's parents/ guardians; telephone numbers; telephone numbers in case of emergency; of any medical, behavioural or educational conditions which the school should be aware of; schools attended, if any, and reasons for transfer, if applicable, and other relevant information (including any such other information as may be prescribed under the Education Welfare Act 2000).

A copy of the child's Birth Certificate/Baptismal Certificate may be requested.

Decision Making

The Board of Management makes decisions relating to enrolment in accordance with school policy. In the event that applications exceed/are expected to exceed the number of spaces available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria to prioritise children for enrolment.

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

The Board of Management will have regard for any relevant DES guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

The Board of Management is bound by the Department of Education and Skills's *Rules for National Schools* 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.

If the number of children on the Waiting List exceeds the number of places available, the following prioritising criteria are used:

Priority Criterion

Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.

Families whose primary residence is in the immediate area of Oylegate-Glenbrien Parish, starting closest to the school and radiating outwards from the school within the Parish.

Children of current teaching staff.

Children of parents who are past pupils of the school.

Ages of the children, beginning with the oldest applicant.

Appeals Procedure

Parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Enrolment of Pupils with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management may request a copy of any relevant medical or psychological reports as are available. If such a report is not available the Board may request that the child be assessed prior to enrolment. The purpose of the assessment is to establish the educational needs of the child relevant to his/her disability/special needs and to profile the support services required.

Following receipt of such a report the Board of Management shall assess how Oylegate N.S. can meet the needs specified in the report. If further resources are required the Board of Management will, prior to enrolment, request the Department of Education and Science to provide the required resources. These may include any combination of the following; visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport or other services.

The school principal will meet with the parents/guardians of the child to discuss the child's needs and the suitability and capability of Oylegate N.S. to meet those needs. If necessary, a full case conference may be called which may include parents, principal, class teacher, learning support teacher, resource teacher, psychologist, medical personnel.

It may be necessary for the Board of Management to decide to defer enrolment of a particular child, pending:
the receipt of an assessment report; and/or provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and/or medical report.

Transfer of Pupils

Pupils may transfer to the school at any time subject to school policy, available space, the provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Science. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

Application forms are available from the school secretary to fully complete forms may result in refusal to admit the applicant behaviour record of a student in their previous school shall be considered attendance record of a student in their previous school shall be considered

Code of Behaviour

Children enrolled in Oylegate N.S. are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management.

Parents/guardians are responsible for ensuring that their children co-operate with these policies.