

ENROLMENT/ADMISSIONS POLICY: RUSHEEN N.S.

Section A. General Information

General Introduction

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, Mrs. Marie Twomey, Rusheen, Coachford, Co. Cork, and the principal teacher, Gerard Coakley, Rusheen N.S., Coachford, Co. Cork will be happy to clarify and further matters arising from the policy.

School Name: Rusheen N.S.

School Address: Rusheen, Coachford, Co. Cork.

Telephone No.: (026) 42733

Principal: Gerard Coakley

E-mail address: rusheenns@eircom.net

Denominational Character: Roman Catholic

Name of Patron: Bishop John McGee

Total Number of Teachers in the School: 4 Mainstream Teachers (including the principal), a Learning Support Teacher based in the school and two Shared Resource Teachers.

Range of Classes Taught: Rusheen N.S. is a co-ed school teaching a full range of classes from Junior Infants to sixth class.

The school depends on the grants and teacher resources provided by the Department of Education and Science 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 rights 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, languages and ways of life in society including ethnic minorities, travellers, refugees and asylum seekers.

Rusheen National School is a rural four-teacher school. It has an average enrolment 90 pupils and is vested under the patronage of the Bishop of Cloyne. An eight member Board of Management, consisting of two teachers, two Bishops nominees, two members of the wider community and two parents representatives is charged with running the school. The school has an active Parents Association and enjoys the services of a shared learning support teacher.

Our school is a unique organisation with a distinctive character, tradition and culture, and a particular set of values and priorities. It is influenced by its size and location and by its environmental setting. Thus it serves our own community of pupils and parents in a unique way. The values and attitudes that characterise the ethos of our school will have a continuous influence on the child's learning experience throughout his/her primary school life.

In seeking to develop the full potential of the individual our curriculum takes into account the child's personal aesthetic, spiritual, cognitive, emotional, imaginative, social, physical, moral and religious needs. It is the responsibility of the school to provide a religious education that is in keeping with its Roman Catholic ethos and at the same time ensuring that the beliefs of every child are respected.

Section B. Enrolment Procedures

Application Procedures

Parents who wish to enrol pupils in Junior Infants in Rusheen National School will be required to inform the school by way of written application during third term. New Junior Infants will be invited to spend one period in school in June to familiarise themselves with their surroundings. Communication regarding such matters takes place through family notes, web site, parish newsletter and other appropriate media.

Requirements and information at enrolment

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. The Board will provide a specific enrolment application form for this purpose. Such information will include:

- Pupil's name, age and address;
- Names and addresses of pupil's parents/guardians;
- Contact telephone numbers;
- Contact telephone numbers in case of emergency;
- Details of any medical conditions which the school should be aware of;
- Religion;
- Previous schools attended, if any, and reasons for transfer, if applicable; and
- Copy of Baptismal Certificate (with birth date)/Birth Certificate to be requested and when supplied to be photocopied, the original to be returned and photocopies to be used for sports, etc.
- Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000)).

Provision of information by school

- Enrolment Form as approved by Board of Management to be completed and signed by parent/guardian.
- Copies of Code of Discipline, RSE and IAUP policies (which have been approved by Board of Management, parents and teachers) together with letter of agreement/rejection to be signed should be appended to Enrolment Form.
- New parents to be presented with booklet outlining general information on school procedures.

Decision Making

The Board of Management makes decisions in relation to applications for enrolment in accordance with school policy. 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 will have regard for relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

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.

In the event that applications for enrolment exceed the number of places available criteria will apply in the following order

- Whether there are siblings of the proposed new entrant already in the school or were in the school;
- Parish boundaries;
- Children of past pupils;
- Ages of the children;
- First come, first served;

Admission Day/Date

- Junior Infants may be admitted to the school on 1 September.
- Children transferring from another school may do so at any time subject to School Policy requirements and space. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress is 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, resource teacher for special needs, 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, learning support teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

It may be necessary for the Board of Management to defer enrolment of a particular 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 report.

Code of Behaviour

The schools Code of Behaviour is to be appended to the Schools Admissions Form. All parents wishing to enrol their children in the school are to sign a declaration that they accept the code of behaviour, homework policy and general school practices and procedures.

This policy will be reviewed when necessary.

This Policy was prepared by the Board of Management of Rusheen National School in good faith, taking the welfare of all parties into account. E. & O.E.

Signed on behalf of the Board of Management

(CHAIRPERSON)