

## **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, Fr. Joseph O'Mahony, Macroon, Co. Cork, and the principal teacher, Gerard Coakley, Rusheen N.S., Coachford, Co. Cork will be happy to clarify any 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](mailto:rusheenns@eircom.net)

**Denominational Character:** Roman Catholic

**Name of Patron:** Bishop William Crean

**Total Number of Teachers in the School:** 4 Mainstream Teachers (including the principal) and a Special Education Teacher based in the school.

**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. Therefore no child will be refused access to Rusheen National School for reasons of ethnicity, special education needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

Rusheen National School is a rural five-teacher school. It has an average enrolment 85 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 full time SET.

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, Homework, 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;
- First come, first served;

Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which enrolment decisions are made.

#### **Admission Day/Date**

- Junior Infants may be admitted to the school on 1 September or starting date of new school year.
- 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

### **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 results of this appeal, may appeal to the Department of Education and Skills 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 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 all the child's relevant reports or where such a report is not available, will request that the child be assessed prior to enrolment. The purpose of the assessment report is to assist the school in establishing the educational 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 relevant reports. 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. Where necessary, the B.O.M. may delay the starting date of an enrolled pupil pending the required resources being made available.

### **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 and other policies on curriculum, organisation and management.

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**

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**(CHAIRPERSON)**

**DATE:**

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## APPENDIX 1 – ENROLMENT POLICY

### INTEGRATION OF CHILDREN WITH A DISABILITY AND/OR SPECIAL EDUCATION NEEDS IN RUSHEEN N.S.

#### **Enrolment of children with a disability and/or special education need.**

Application for all children, including children with a disability and/or other special education needs, is governed at all times by the school's current Enrolment Policy. However, the attention of parents of children with a disability and/or other special education needs is also drawn to the following points:

- Rusheen Mixed National School is an 'ordinary' mainstream school, and has higher pupil/teacher ratios such as those that apply in 'special' schools
- In general, the teachers in our school are trained and qualified to teach in mainstream education. They do not, in general, have any Special Education Needs Teacher Training, experience or qualifications, such as teachers in special schools have.
- While pupils with special needs can be integrated into a mainstream class, and may be supported by a Special Needs Assistant and Resource teaching, as allowed by the DES, this is not the same as the intensive one to one teaching s/he would enjoy in a special school.
- An ordinary mainstream school does not have ancillary services enjoyed by special schools, such as speech therapy, occupational therapy, physiotherapy.
- The school does not currently have facilities specially adapted for pupils with physical disability, although the school is fully committed to the provision of these, should any pupil need same, and subject to funding by the DES.
- A child with special needs integrated into an ordinary mainstream class will by the nature of such integration experience the normal day to day happenings, determined by the reality of school life, and the existing customs and practices. Every child in the school, including those with a disability and/or special educational needs is bound by school policies both in existence and those developed from time to time by the Staff and Board of Management. The school cannot offer any additional tuition, support and supervision beyond that which is offered to any other pupil in the school, at times other than when the school is in operation during the normal school year.
- A child with a disability and/or special educational needs, integrated into an ordinary mainstream class will not have any separate or additional provisions put into place from his peers in the event of staff illness, absences or whole school events such as school visits, parish liturgy, etc.
- From year to year the allocation of teachers to classes is focused on the needs of the whole school, and consequently the school cannot guarantee long term continuity or predictability in personnel.

Notwithstanding the above points, the school is committed to providing the best possible educational service to pupils with a disability/special educational needs. To ensure this, we require:

- A close level of co-operation between parents, the Class Teacher, and any other school personnel assigned to support the child.
  
- We require parents to supply the school with copies of the most recent psychological and medical reports prior to enrolment. These will be treated in the utmost confidence at all times.
- Copies of all relevant assessments and reports should be supplied to the school as these become available, on an ongoing basis.
- An assurance from parents that they understand that our responsibility as a school is primarily to ALL the children in our care, and that therefore if it becomes apparent to either/both the teachers and parents that the integration of an individual child with a disability and/or special educational needs is having an ongoing detrimental effect on the education of the other children in the class or school, the Board of Management reserves the right to review the enrolment of the individual child.