

Scoil Phádraig Naofa, Baile an Róistigh

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Enrolment Policy

A: General Introduction

The Enrolment Policy of Scoil Phádraig Naofa Primary School has been formulated in accordance with the provisions of the Education Act 1998 and the Education Welfare Act 2000 in order to assist Parents / Guardians in relation to enrolment matters. The Chairperson of the Board of Management, Mr. Jim Long, and the Principal teacher, Fíodhna Ní Bhaoill, will be happy to clarify any further matters arising from the policy.

Scoil Phádraig Naofa is a Catholic, co-educational school under the patronage of the Catholic Bishop of Cork and Ross, Rev. John Buckley. There are 26 permanent teachers, 2 shared fixed term full-time Special Education Teachers and 5.5 SNAs and one Infant Day SNA Post. The school caters for classes from Infants to Sixth Class. The school depends on the grants and teacher resources provided by the Department of Education and Skills and operates within the regulations laid down, from time to time, by the Department. The school follows the curricular programmes prescribed 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 the Department of Education and Skills regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, Scoil Phádraig Naofa 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;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The school opening times for all classes is 8.30 a.m. Junior and Senior Infant classes finish at 1.10 p.m. The remaining classes from First Class to Sixth Class finish at 2.10 p.m.

Parents / Guardians are advised that the Board of Management takes no responsibility for pupils before or after these times.

B: The Procedures

1. For the purposes of clarification the term **"Parent"** is defined as follows:

"Parent" includes a foster parent, a guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other person acting in loco parentis who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the state, means the adopter or adopters or the surviving adopter. Parents seeking to enrol their child(ren) in Scoil Phádraig Naofa are requested to return a completed enrolment Application Form (available on line or from the school) The Board of Management (BOM) has set the 2nd Friday of September of the year prior to entry as the closing date for receipt of Applications for enrolment to Junior Infants. The Board communicates its enrolment procedures to the school community through the school website, parish bulletin and school newsletters.

2. The names of children for whom Enrolment Application forms have been returned, will be placed on the waiting list for the relevant year of entry in accordance with their age, with priority being given to the eldest applicant on the date of registration. The Enrolment Application Form is available in the Office and on the school website www.rochestownns.ie.
3. In the event of the number of applications exceeding the number of places available, priority will be given to those who have completed and returned the official Scoil Phádraig Naofa application form first. In the event that parents register siblings/step-siblings on the same day, preference will be given to the eldest child.
4. Equality of access is the key value that determines the enrolment of children to our school. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances.
5. While recognising the right of parents to enrol their child in the school of their choice, the BOM of Scoil Phádraig Naofa is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - a. size of / available space in classrooms
 - b. educational needs of children of a particular age
 - c. multi-grade classes
 - d. presence of children with special educational/ behavioural needs
 - e. DES maximum class average directives
6. All children who wish to attend Scoil Phádraig Naofa must be at least 4 years old

before September 1st on the year of induction.

7. In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment. The children are categorised into groups and offered places accordingly. Once group (i) is completed, places will be offered to group (ii) and so on, until all places have been offered:

i. Siblings and Step-siblings of current pupils.

Once group **i** has been facilitated, the remainder of the available places are offered based on the permanent address of the candidate at the time of offer, as follows:

ii. Siblings and step-siblings of past pupils

iii. Children living within the boundaries St. Patrick's Church Pastoral Area of Douglas Parish

iv. Children living within the remainder of Douglas Parish

v. Children of staff members.

vi. Children living outside Douglas Parish

In the event of being unable to enrol a child(ren) from categories **i**, **ii**, **iii**, **iv**, **v** or **vi** in a given class at the beginning of a year, or mid-year, such children may apply for the subsequent school year in their relevant groups and maintaining their original date of application.

8. Offers are made by mid-September. Acceptance must be made in writing by the date indicated in the letter of offer and accompanied by an original Birth / Adoption Certificate for the child. Where the applicant is the first member of the family to be enrolled the BOM requires the acceptance form to be accompanied by 2 recent original utility bills (less than 3 months old) to confirm the child's permanent address. An A4 stamped self-addressed envelope must be provided to enable the return of original documentation.

9. The Primary Online Database (POD) is a nationwide individualised database of primary school pupils, facilitating the monitoring of educational progress as pupils move through the primary education system and on to post primary. The system allows schools to make online returns to the Department of Education and Skills (DES) and provides the Department with the comprehensive and in-depth information needed to develop and evaluate educational policy. The following personal information is collected for each pupil registered in the school on the Pupil On-line Database

(POD). Personal Information includes PPSN, name, Birth Certificate name, date of birth, gender, mother's Birth Surname, address including Eircode, county of residence, nationality, mother tongue and exemption from Irish if any. There are also two optional fields of data on POD. As these are considered sensitive personal information under the Data Protection Acts, they can only be recorded on POD with the explicit written consent of the pupil's parent(s) or guardian(s). The fields are as follows: Religion and Ethnic or Cultural Background. Further details on the information collected on POD including the purpose for which it is collected, the period for which it will be retained and the legal basis for its collection can be found on the Department of Education and Skills website www.education.ie On accepting an Offer parents/guardians are aware that the school is obliged to enter relevant details to POD. The POD application form is signed as part of the Offer process.

10. There will be a meeting for parents of children who have accepted offer places during the third term to address final preparations including an induction workshop, purchasing of textbooks and uniforms, confirming receipt of certificates and confirming signing of acceptance of policies etc.

11. New Junior Infants will attend school for an informal visit at the end of June to familiarise themselves with their new environment.

12. Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.

13. Children enrolled in our school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation, & management. The BOM places Parents responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education and Skill's rules for National Schools and in line with the Guidelines outlined by TUSLA, Child and Family Agency a child may be suspended. As part of the entry requirements parents are required to sign their acceptance of the school's Code of Behaviour. These policies may be added to and revised from time-to-time.

14. Pupils who transfer into the locality and wish to attend Scoil Phádraig Naofa must furnish class reports and a letter of transfer from the principal of the previous school. Parents must also sign the enrolment form including PPS number, Birth Certificate and Baptismal Certificate, where applicable. Under the terms of The Education Welfare Act (2000) information concerning attendance and the child's educational progress are to be provided by the school from which the child is transferring. The behaviour record and attendance record of a student in their previous school shall be considered.

15. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools. Other pupils are enrolled during the school year e.g.(if newly resident in the area) must furnish class reports and a letter of transfer from the principal of the previous school. Parents and child will also attend for interview.

**Ratified by the Board of Management on 05-12-17 as the
Scoil Phádraig Naofa Enrolment Policy (Rev.15)**

Chairperson: _____ Date: _____

Mr. Jim Long