

ENROLMENT POLICY.

SECTION A.

1. Introduction.

Section 15, subsection (2) of the Education Act states that:

‘A Board shall publish, in such a manner as the Board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the expulsion and suspension of students and admission to and participation, by students with disabilities or who have other special educational needs and ensure the rights of parents to send their children to a school of parents’ choice are respected’.

In line with these provisions the Board is setting out its policy in regard to the Enrolment/Admission of children to Ss. Peter & Paul’s school. The Board trusts that by so doing parents will be assisted in relation to enrolment matters and that furthermore the Chairperson of the Board of Management, Canon Nicholas Power, Parochial House, Gladstone St., Clonmel and the Principal Teacher, John Hickey, will be happy to clarify any further matters arising from the policy.

2. General Information.

<u>Type of School:</u>	All boys
<u>School’s Name:</u>	Ss. Peter & Paul’s C.B.S.,
<u>Address:</u>	Kickham St, Clonmel, Co. Tipperary.
<u>Phone No.:</u>	(052) 21964
<u>E-mail:</u>	peterandpauls2@eircom.net
<u>Denomination:</u>	Roman Catholic
<u>Patron:</u>	Bishop William Lee, bishop of Waterford/Lismore
<u>Teaching Staff:</u>	The school has seventeen full-time teaching staff comprising of the following:
	1. Principal
	2. Ten (10) Class teachers
	3. Four (4) Special Needs Teachers
	4. One (1) Teacher for non-Irish children
	5. One (1) H.S.L. Co-ordinator
	6. Shared teacher for Traveller children
	7. Two (2) School Secretaries
	8. One (1) Caretaker
	9. Seven (7) Special Needs Assistants

The school depends on the grants and teacher resources provided by the Department of Education and Science in order to fulfil its educational obligations to the students. It operates within the regulations laid down, from time to time, by the Department. It is important to state that the ability of the school to meet the educational needs of the pupils is very much dependent on the resources/funding made available to it by the Department of Education and Science.

3. Curriculum.

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 Section 9 and 30 of the Education Act of 1998.

The following are the subjects taught and time allocation per week:

Curriculum Areas	FULL DAY		SHORT DAY (Infant Classes)	
	One Week		One Week	
	Hours	Minutes	Hours	Minutes
Secular instruction				
Language				
English	4	00	3	00
Irish	3	30	2	30
Mathematics	3	00	2	15
SESE	3	00	2	15
SPHE	0	30	0	30
PE	1	00	1	00
Arts Education	3	00	2	30
Discretionary curriculum time	2	00	1	00
Total secular instruction	20	00	15	00
Religious education (typically)	2	30	2	30
Assembly time	1	40	1	40
Roll Call	0	50	0	50
Breaks	0	50	0	50
Recreation (typically)	2	30	2	30
TOTAL	28	20	23	20

Note: Some modification of this framework may be necessary in the context of the outcome of the pilot project on modern language.

4. Principles.

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability and other specific educational needs.
- 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.

5. Hours.

The school hours are as follows:

1st to 6th classes.

Opening: 9.00 a.m.
 Break: 11.00 – 11.15 a.m.
 Lunch: 12.45 - 1.40 p.m.
 Closing: 3.10 p.m.
 1st class children finish at 12.45 p.m. on Friday.

Junior/Senior Infants.

Opening: 9.00 a.m.
 Break: 11.00 – 11.15 a.m.
 Lunch: 12.45 - 1.40 p.m.
 Monday & Wednesday/Tuesday & Thursday: Half the classes return in the afternoon 2.40 – 3.10 p.m. Friday – finish at 12.45 p.m.

The playground and the Junior School will be supervised from 8.45 a.m. until 9.00 a.m. Management **does not** accept responsibility for pupils before this time.

The children are supervised from 3.10 p.m. to 3.20 p.m. while exiting the school through the main gates.

If a child is not collected by his parents/guardian at the appointed time or if a child should miss the bus/transport home every reasonable effort will be made to contact the child's home as soon as practicable.

N.B. It is essential that parents supply the school with at least two contact phone numbers. The school should be immediately notified of any change in these numbers.

SECTION B.

Procedures:

1. Application Procedures.

Parents who wish to enrol their children in Junior Infants may do so before the 1st September of any given school year. Management cannot guarantee a place for such infants in the event of enrolment numbers exceeding accommodation. Children who reach the age of four years after 1st September will only be enrolled the following September.

Children for Junior Infants and other classes may be enrolled in the school by way of

- Letter
- Phone
- Calling to the school

The Board will communicate generally to the school community through appropriate channels e.g.

- Newsletter
- Parish Newsletter
- Local papers/publications
- Local radio
- Information Booklet

N.B. The completion of an application from does not of itself ensure a child's placement.

2. Decision-making.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. "To assist the school in such circumstances as over crowding, the B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind Dept. of Education and Science Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms
- Educational needs of children of a particular age
- Multi grade classes
- Presence of children with special educational/behavioural needs."

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 following criteria will apply in order of priority when the board is enrolling children:

- a. Brothers (including stepsiblings, resident at the same address) of children already enrolled with priority going to the oldest.
- b. Children of current school staff – priority oldest.
- c. Children living within the parish – priority oldest.
- d. Children of the Catholic faith
- e. Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the parish/agreed catchment area.
- f. In the event of being unable to enrol a child(ren) from categories A,B,C, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of A,B,C) for the subsequent school year over children on the class waiting list.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and School's enrolment policy.

When enrolling a child a copy of the child's Birth Certificate will have to accompany the application before an application can be considered for acceptance.

Admission Day.

An open afternoon is held for parents and children for Junior Infants in May/June prior to children commencing school the following September.

This open afternoon affords the Principal the opportunity to discriminate relevant information to the parents in regard to their children commencing school.

- Date of commencement in September.
- Time of assembly.
- Place of assembly.
- Time table for the year.
- Information re. lunches, clothing, books, meetings etc.

The open afternoon also affords the parents the opportunity to met with the Principal and teachers, familiarise themselves with school surrounds and clarify any issues they may wish to have clarified.

Enrolment of Children with Special Needs.

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

The Board of Management may request a copy of the child's medical and/or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport service etc.

The school will meet with the parents of the special needs child to discuss the school's suitability for the child. If necessary a full case conference may be called including parents, class teacher, learning support teacher, resource teacher and psychologist or social worker as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/or provision of resources by the Department of Educational and Science to meet the needs specified by in the psychological and a medical report.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

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.

Pupils Transferring.

Pupils may transfer to the school at any time subject to

- Available space
- Available resources to meet specific needs of a child
- Report from previous school being made available, specifying
 - academic data
 - attendance
 - behaviour
- Other relevant information e.g. specific learning/emotional/physical needs.

The board may defer enrolment of such pupils if relevant information is not made available.

Ratification.

This policy has been ratified by the B.O.M. after due consultation with parents and teaching staff.

Code of Behaviour.

The school's Code of Behaviour is appended to this Enrolment/Admission Policy.