



St. Nessian's National School,
Mungret,
Co. Limerick.
14409N

Enrolment & Admissions Policy

Introduction:

The Board of Management of St Nessian's National School hereby sets out its Enrolment and Admissions Policy in accordance with the provisions of the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), The Admissions to Schools Act 2018 and all relevant Equality legislation and Department of Education and Science (DES) Circulars. This policy is intended to assist parents/guardians in relation to enrolment matters.

This policy was formulated by a committee made up of parents, teachers, and a member of the Board of Management. The policy was most recently updated in February 2019 in accordance with new legislation.

The Chairperson of the Board of Management of St Nessian's N.S., Mungret, Co Limerick and the Principal teacher will clarify any matters arising from this policy.

School Profile:

School Name: St.Nessian's N.S.

School Roll Number:14409N

School Address: Mungret, Co. Limerick

Telephone No.: 061 229911

Denominational Character: Roman Catholic

Name of Patron: Bishop Brendan Leahy

Total No. of Teachers: 42

Range of Classes Taught: Junior Infants – Sixth Class

Gender Orientation of School: Mixed.

School Funding & Resources:

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department of Education and Skills. School policy has regard to the resources and funding available.

School Curriculum:

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). The curricular areas taught are English, Irish, Maths, History, Geography, Science, Music, Art, Drama, Social Personal & Health Education and P.E. (<https://www.curriculumonline.ie/Primary>)

St.Nessan's National School is under the Patronage of the Catholic Church and provides religious education in accordance with its' Catholic ethos.

School Principles:

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:

- Inclusivity, particularly with reference to the enrolment of children with a disability and/or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.
- 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.

School capacity & factors influencing class numbers:

The Board of Management 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 pupils in each class, bearing in mind:

- Health & safety concerns, with regard to staff and pupils.
- Available space in classrooms.
- Educational needs of children of a particular age. Multi-grade classes.
- Presence of children with special educational/behavioural needs.
- Department of Education & Skills class size directives.
- The availability of appropriate supports and resources.

Each year there will be an intake of four classes of Junior Infants. From September 2019, there will be four classes of Senior Infants and three classes in all other standards (1st - 6th). Please note that there are smaller class sizes in Junior and Senior Infants to ensure that pupils get the best foundation possible in Literacy, Numeracy, Language Development & Social Skills Development. Once pupils enter 1st class, the class groupings will change, as there will be 3 class teachers available at this class level rather than 4. All arrangements are dependent on Department of Education and Science staffing provisions and subject to change.



Enrolment Procedures for Junior Infants:

Application Procedure

Parents who wish to enrol their child(ren) in Junior Infants may do so by way of online application form only. Application forms are available on www.stnessans.ie

The application process opens on first Monday of June of the year PRIOR to your child starting school.

The closing date for completed enrolment applications is the last day of October of the year PRIOR to your child starting school.

Notice of the closing date will be posted on the school website www.stnessans.ie and in the Limerick Leader newspaper. The completion and submission of an application form, however, does not confer an automatic right to a place in the school.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment. The school authorities will enter into correspondence only with the parents/guardians of applicants.

Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The Board will have regard for relevant Department of Education and Skills guidelines in relation to resources available, class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

Age:

The Board is bound by the Department of Education and Skill'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. Children applying to enrol in St Nessian's N.S. **must have reached the age of 4 years by the first day of the school year for which they have applied to commence school.**

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision-making process will apply. Places will be offered to the following categories of children.

Category 1

- *All children from the Parish and children of staff who will have reached the age of 4 by the first day of the school year (in descending order of age)*

Category 2

- *All children from outside the Parish who will have reached the age of four years before the first day of the school year (in descending order of age)*

Places will be offered initially to children in Category 1 in descending order of age (older children getting priority).

Following this procedure, if places are still available, places will be offered to children in Category 2 also in descending order of age.

All offers based on Criteria 1 & 2 are provisional until proof of address and proof of the pupil's date of birth has been presented to the school. Offers made based on incorrect information relating to Criteria 1 and 2 above, given by the parents on the application form may be withdrawn.

Enrolment procedure

An Enrolment Registration form is part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. This completed form must be accompanied by the following:

1. Acceptance of Offer Form
2. Child's Birth Certificate
3. Proof of address of parent/guardian in the form of a utility bill or official correspondence.
4. If Catholic: Child's Baptismal Certificate (required to register if receiving the Sacraments)

Parents must also provide the following information on the Enrolment Registration form:

1. A declaration with regard to special educational needs.
2. The following details required by Primary Online Database must be provided. These include:

- Family details including mother's maiden name
- PPSN
- Child's Nationality
- Home language
- Year of arrival in Ireland (if applicable)
- Parents Religion
- Ethnic/Cultural background
- Parental Consent is required before Religion & Ethnic/Cultural background is shared with D.E.S.
(Refer to St.Nessan's GDPR policy regarding information gathered, processed and stored by the school)

The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol



Entry to Classes other than Junior Infants for the following school year:

Application Procedure

Parents who wish to enrol their child(ren) in classes other than Junior Infants, for the following school year may do so by way of online application form only. Application forms are available on www.stnessans.ie from the first day of the school year to the first Monday in June of same school year.

The closing date for all classes other than Junior Infants shall be the first Monday in June. Parents will be informed in writing within 21 days of the closing date for receipt of applications if their child is being offered a place. All unsuccessful applications shall be placed on a waiting list in case a vacancy occurs in September of that school year.

Parents/Guardians must fill in the Online Application Form, giving the reason for changing schools in writing. Attendance, behaviour and educational progress records as well as any record of special educational need will be sought from the former school (Section 20 Education Welfare Act).

Places will be allocated in accordance with the criteria stated below.

Category 1

- *Brothers and Sisters of pupils already enrolled in the school*

Category 2

- *Children of the Parish & children of staff who do not qualify under category 1 above.*

Category 3

- *Children from outside the Parish.*

Places will be offered initially to children in Category 1 in descending order of age (older children getting priority).

Following this procedure, if places are still available, places will be offered to children in Category 2 also in descending order of age.

If places are still available following this procedure, those places will be offered to children from outside the Parish in descending order of age.

All offers based on Criteria 1 and 2 above are provisional until proof of address and proof of the pupil's date of birth has been presented to the school. Offers made based on incorrect information relating to Criteria 1 and 2 above, given by the parents on the application form may be withdrawn.

Before registration will proceed parents/guardians are required to provide the school with

- 1) Acceptance of Offer Form
- 2) Proof of Child's Date of Birth
- 3) Proof of address of parent/guardian
- 4) A declaration with regard to special educational needs.

Enrolment procedure

An Enrolment Registration form, is part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. This completed form must be accompanied by the following:

- 1 Acceptance of Offer Form

- 2 Child's Birth Certificate
- 3 Proof of address of parent/guardian in the form of a utility bill or official correspondence.
- 4 If Catholic: Child's Baptismal Certificate. (required to register if receiving the Sacraments)

Parents must also provide the following information on the Enrolment Registration form:

1. A declaration with regard to special educational needs.
2. The following details required by Primary Online Database must be provided. These include:
 - Family details including mother's maiden name
 - PPSN
 - Child's Nationality
 - Home language
 - Year of arrival in Ireland (if applicable)
 - Parents Religion
 - Ethnic/Cultural background
 - Parental Consent is required before Religion & Ethnic/Cultural background is shared with D.E.S.
(Refer to St.Nessan's GDPR policy regarding information gathered, processed and stored by the school)

The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol.

Entry to all classes during the school year (transferring from another school):

Application Procedure

Applications for enrolment during the school year will be considered subject to school policy, available space, maximum class size and the provision of information concerning attendance and the child's educational progress.

Pupils who wish to transfer to the school immediately must fill in a Pupil Transfer Form to apply for a place. The application will be considered by the Board of Management and will only be accepted in accordance with the school's Admissions Policy.

Parents/Guardians must fill in a pupil transfer form, giving the reason for changing schools in writing. Attendance, behaviour and educational progress records as well as any record of special educational need will be sought from the former school (Section 20 Education Welfare Act).

Before registration will proceed parents/guardians are required to provide the school with

- 5) Acceptance of Offer Form
- 6) Proof of Child's Date of Birth
- 7) Proof of address of parent/guardian
- 8) A declaration with regard to special educational needs.

If a vacancy arises in the relevant class for your child during the school year, it will be offered in the following order:

1. *Pupils who did not receive a place in the school the previous September and are on a waiting list and are in Category 1 and Category 2 (category 1 gets first preference, in **descending order of age**, followed by category 2, in **descending order of age**).*
2. *If the place is still available it will then be offered to Transferring Pupils who are residing in the Parish, who have submitted a Pupil Transfer form, who wish to transfer from a school outside the Parish (**form with earliest date stamp gets preference**).*
3. *If the place is still available it will then be offered to Transferring pupils who are residing in the Parish, who have submitted a Pupil Transfer form, who wish to transfer from a school within the Parish (**form with earliest date stamp gets preference**).*
4. *Pupils who did not receive a place in the school the previous September and are on a waiting list and are in Category 3, in **descending order of age**.*
5. *Transferring pupils who are NOT residing in the Parish, who have submitted a Pupil Transfer form (**form with earliest date stamp gets preference**)*

Enrolment procedure

An Enrolment Registration form, is part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. This completed form must be accompanied by the following:

1. Acceptance of Offer Form
2. Child's Birth Certificate
3. Proof of address of parent/guardian in the form of a utility bill or official correspondence.
4. If Catholic: Child's Baptismal Certificate. (required to register if receiving the Sacraments)

Parents must also provide the following information on the Enrolment Registration form:

1. A declaration with regard to special educational needs.
2. The following details required by Primary Online Database must be provided. These include: Family details including mother's maiden name
 - PPSN
 - Child's Nationality
 - Home language
 - Year of arrival in Ireland (if applicable)
 - Parents' Religion
 - Ethnic/Cultural background. Parental Consent is required before Religion & Ethnic/Cultural background is shared with D.E.S.

(Refer to St.Nessan's GDPR policy regarding information gathered, processed and stored by the school)

The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol.

Enrolment of Children with Special Needs

On accepting an offer of a place for your child 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. 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 request the Special Education Needs Organiser (NCSE see Circular 01/05) 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, inclusion support assistant, specialised equipment or furniture, transport services or other.

The school authorities in some cases may seek a meeting with the parents/guardians of the child and the SENO 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, Special Education Teacher, Special Educational Needs Organiser or Psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

All parents/guardians of pupils seeking enrolment in St. Nessian's NS are required to read and explain the Code of Behaviour to their child/ward.

All parents/guardians of pupils seeking enrolment in St. Nessian's NS are required to ensure that their child/ward wears the school uniform and has obtained the relevant school related materials as requested by the class teacher.

Appeals

The Board of Management of St Nessian's N.S. in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the school's refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Skills website at www.education.ie

Exceptional cases

The Board of Management of St Nessian's N.S. reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases.

Policy Approval/ Ratification

This policy was ratified by the Board of Management of St Nessian's N.S. on 22nd March 2010 and amended by the Board of Management in March 2013, March 2016 and September 25th 2017, 18th February 2019.

It will be reviewed again in June 2020.

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

Signed (Chairperson): _____

Date: _____

Patron Approval: _____

Date: _____

Date of next review: _____











