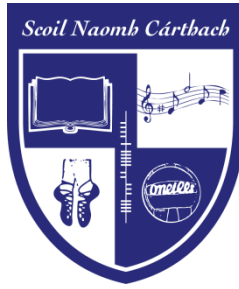


## **Scoil Naomh Carthach**

Ballyfinane, Firies, Cill Áirne, Co. Chiarraí  
Fon: 066-9764044  
E-Phost: ballyfinanens@hotmail.com



## **Ballyfinane National School**

Ballyfinane, Firies, Killarney, Co. Kerry  
Phone: 066-9764044  
www.scoilnaomhcarthach.com

# Enrolment Policy

## SECTION 1: GENERAL INFORMATION

### Introduction

This enrolment policy was discussed in November 2018 and is set out in accordance with the provisions of the Education (Admissions to School) Act 2018. 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, Mr. Tom Colgan and the principal teacher, Catherine O'Shea will be happy to clarify any further matters arising from the policy.

*Ballyfinane N.S.* operates under 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), all relevant equality legislation and Department of Education and Science (DES) Circulars.

<b>School Name:</b>	<b>Ballyfinane N.S.</b>
<b>School Roll Number:</b>	<b>07990F</b>
<b>School Address:</b>	<b>Firies, Killarney, Co. Kerry</b>
<b>Telephone No.:</b>	<b>(066) 9764044</b>
<b>Denominational Character:</b>	<b>Roman Catholic</b>
<b>Name of Patron:</b>	<b>Bishop Ray Browne</b>
<b>Total No. of Teachers:</b>	<b>2 Shared S.E.T. Teacher</b>
<b>Range of Classes Taught:</b>	<b>Infants to Sixth</b>
<b>Gender Orientation of School:</b>	<b>Mixed</b>

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.

## **OPENING AND CLOSING TIMES:**

School hours are from 9.00am to 2.40 pm. Supervision is provided by school staff from 8.50am to 2.40pm each day. Children are expected to be on time for school. Any child on the premises before 8.50 am will not be supervised, and the Board of Management will not be responsible for any accidents on school property before official times.

## **Equality of Access.**

Equality of access is the key value that determines the enrolment of children in our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language /accent, gender, traveler status, asylum-seeker / refugee status, religious / political beliefs and values, family or social circumstances. Such diversity is recognized by the school as part of the fabric of modern society.

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## **SECTION 2: ENROLMENT PROCEDURES**

### **Application Procedure**

Parents / Guardians wishing to enroll their children in Ballyfinane N.S. are to contact the Principal of the school before 31<sup>st</sup> of March each year. It is known among the school community that these practices are to be followed each March, but notification is also placed in the local newspaper.

### **Provision of Key Information by Parents/Guardians**

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained by contacting the principal, Catherine O'Shea.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. 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 enroll.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

### **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 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

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attendance does not apply until the age of 6 years. Children applying to enroll in Ballyfinane N.S. must have reached the age of 4 years by August 31<sup>st</sup> of the year they will commence school.

The numbers attending the school are small, and it is unlikely that the number of children wishing to attend will be larger than the places available. However in the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Children of staff members, including ancillary staff, priority eldest ;*
4. *Random selection (independently verified).*

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education 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.
- Health and Safety.

### **Admission Day/Date**

Junior Infants are to be admitted to the school on the first day of the school year, except in the case of illness or other unforeseen circumstances. In these circumstances the child must be admitted by 30<sup>th</sup> September. This date does not apply to children transferring from another school.

### **Enrolment of Children with Special Needs**

On 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.

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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, special needs assistant, specialized equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with 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, learning support teacher, special class teacher, resource teacher for special needs, 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 Science.

## **Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress. Such applications will only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

## **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.

## **SECTION 3: APPEALS**

The Board of Management of Ballyfinane 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.

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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 Science. It should be noted that such an appeal must be lodged within 42 days of the schools 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 Science website at [www.education.ie](http://www.education.ie)

## **SECTION 4: EXCEPTIONAL CASES**

The Board of Management of Ballyfinane N.S. reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education, or
  2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.
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## SECTION 5: POLICY APPROVAL/RATIFICATION

This is a review of the original Enrolment policy of Ballyfinane N.S., and as such was circulated to members of the Board of Management, and was ratified at a meeting of the Board on - \_\_\_\_\_.

Signed: \_\_\_\_\_ Chairperson, Board of Management

As with all school policy and planning documents, a copy of this is available to the parent body, and is placed in the office.

**Enrolment Application Form**  
**Ballyfinane N.S. School Year: 2019-2020**

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ PPS Number: \_\_\_\_\_

Gender: \_\_\_\_\_

Address (at which the applicant resides): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Name and class of Sibling(s) currently enrolled: \_\_\_\_\_

Parish in which the applicant resides \_\_\_\_\_

***Parent(s)/Guardian(s) Details:***

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Name: \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Completed enrolment applications must be returned to **Ballyfinane NS** no later than March 31<sup>st</sup>

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Enrolment Registration Form 2019/2020

Ballyfinane N.S.

*This registration form cannot be processed without a copy of a Birth Certificate*

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Irish version of child's name \_\_\_\_\_

(Otherwise the school will translate)

Father's name \_\_\_\_\_

Mother's full maiden name \_\_\_\_\_

Home address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. Home \_\_\_\_\_

Alternative Name & No (child minder) \_\_\_\_\_

Mother's Work \_\_\_\_\_ Mother's mobile \_\_\_\_\_

Father's work \_\_\_\_\_ Father's mobile \_\_\_\_\_

Religious Denomination \_\_\_\_\_

Date & Place of Baptism

\_\_\_\_\_

Previous school attended if applicable

\_\_\_\_\_

Class \_\_\_\_\_ School records & reports included please tick

MEDICAL DETAILS

Required to ensure the school has your doctors contact details in order to contact that doctor in the event of a medical issue arising during school activities. (please note it may be necessary to disclose this information to staff in certain circumstances).

Please note any Medical Problems/Allergies your child may have (and/or any other Health concerns you may have)

\_\_\_\_\_

Arrangements to be made if a child is ill at school

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Name & Address of family doctor

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Does any legal order under family law exist, that the school should know about? \_\_\_\_\_

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Have you attached (a) Birth Certificate / Adoption Cert \_\_\_\_\_ (must be submitted with application form)

Baptismal Certificate \_\_\_\_\_ (only if child is baptised outside the Parish of Castlemaine)

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**Any other useful information:**

For instance, list any problems the child may have in relation to health (allergies, asthma, sight, hearing, speech, fainting, etc.) toilet training, inability to cope with buttons, laces etc. The school should be made aware of any court order which the child's welfare and also the name of any person whose custody they should not be given.

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Does your child have any learning difficulties?

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**Below is a brief explanation on two programmes you will be asked to give your permission on.**

**What is the RSE Programme? (Relations and Sexuality Education)**

RSE is part of Social, Personal and Health Education (SPHE). RSE provides children with structured opportunities to develop the knowledge, attitudes, values, beliefs and practical skills necessary to establish and sustain healthy personal relationships as children and subsequently as adults.

**At Primary school level** RSE aims to help children learn at home and in school, about their own development and about friendships and relationships with others. The work will be based on developing a good self-image, promoting respect for themselves and others, and providing them with age appropriate information.

**What is the Stay Safe Programme?**

The Stay Safe Programme is a personal safety skills programme designed for use with primary school children from Junior Infants through to 6<sup>th</sup> class.

**At Primary School Level** The programme seeks to enhance children's self-protective skills by participation in lessons on safe and unsafe situations, bullying, inappropriate touches, secrets, telling and stranger danger. All lessons are age appropriate.

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Permission Form	Yes	No
1. I give permission to have my child's photograph/digital image taken as part of the classroom/school activities/functions and used for school promotion purposes (which may include Local Newspapers, School Website and School Facebook Page etc.) I give permission for my child to have supervised access to the internet.		
2. I give permission for my child to go on school tours and excursions		
3. I give my child permission to take part in the RSE programme See previous explanation		
4. I give permission for my child to take part in the Stay Safe Programme See previous page for explanation.		
5. I have read the Acceptable Use Policy and accept and understand the conditions of use.		
6. I give permission for my child to take part in the Religion Programme.		
7. I give permission for my child to receive First Holy Communion		
8. I give permission for my child make Confirmation.		
9. Do you give the school permission to give details of your child's date of birth, address and contact number of parent / guardian to the H.S.E.?		
10. I accept Ballyfinane N.S. Code of Behaviour Policy		
11. I have received and read a copy of 'School's Information Booklet'. I will co-operate with the staff and support the Ethos of the school.		

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return all the forms, birth certificate and Baptismal certificate if necessary, with this registration form to the school office

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