

**A: Title : Scoil Bhríde,Clane, Enrolment Policy**

**B: Introductory Statement**

This policy was formulated following a number of reviews of the school's existing Enrolment Policy, in January 2012, in October 2014, in October 2016 and in December 2018.

A Draft Policy was drawn up by the school Principal, Mrs. Deirdre Costello. It was circulated to all Board Members, discussed, edited and ratified by the Board.

**C: Mission Statement**

Scoil Bhríde is a Catholic School, under the Patronage of the Catholic Bishop of Kildare and Leighlin. Scoil Bhríde in partnership with teachers, parents/carers, seeks to educate our children to their fullest potential, in an environment where Christian values are fostered and where they are happy, safe, respect themselves and others and where each child feels equal. Our school community supports the development of each child to their full potential in a caring, supportive and safe environment.

**Catholic Schools Schedule:**

A Roman Catholic school (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

**School Creed**

This is our school,  
Let peace dwell here,  
Let each room be full of contentment.  
Let love abide here.  
Love of one another,  
Love of all people,  
Love of life itself,  
And love of God.  
Let us remember  
That as many hands build a house,  
So many hearts make a school.

It is the belief of the Board of Management of Scoil Bhríde that within the parameters of Department of Education & Skills regulations, guidelines, funding and resources and with due regard to the rights of the Patron, as set out in The Education Act, 1998, the school's Policy on Enrolment is underpinned by the following four principles.

- Inclusiveness:** Particularly with reference to the enrolment of children with a disability or other special educational needs.
- Equality:** With respect to maximum access and participation in the school.
- Parental choice:** In relation to choice of school, having regard to the characteristic spirit of the school.
- Respect:** For the diversity of values, beliefs, traditions, languages and ways of life in society.

**D: Rationale**

The Board of Management of Scoil Bhríde deems it necessary to have an Enrolment Policy, for the following reasons:

- (i) It is a requirement under The Education Act, 1998, Section 15 (2) and.
- (ii) To comply with the Education (Admissions to Schools) Act 2018.
- (iii) To ensure that Scoil Bhríde adheres to best practice in the area of enrolment of pupils.

**E: Aims**

By having this policy, the Board of Management aims to:

- Clearly outline all procedures relating to the enrolment of pupils in Scoil Bhríde.
- Define clearly the catchment area of Scoil Bhríde.
- State clearly how many new pupils will be enrolled into Junior Infants, each year..
- State clearly which pupils will be enrolled, when demand for places exceeds the number of places available.
- State clearly that on enrolment in Scoil Bhríde, each pupil must abide by the School's Code of Behaviour.

**F: General Information**

<b>Name:</b>	<b>Scoil Bhríde</b>
<b>Address:</b>	<b>Prosperous Road, Clane, Co. Kildare.</b>
<b>Telephone:</b>	<b>045-868614</b>
<b>Fax:</b>	<b>045-868614</b>
<b>Email:</b>	<b>info@scoilbhrideclane.ie</b>
<b>Website:</b>	<b>www.scoilbhrideclane.ie</b>
<b>Principal:</b>	<b>Mrs. Eimear Hennessy</b>
<b>Deputy Principal:</b>	<b>Ms. Niamh Heneghan</b>
<b>Assistant Principal:</b>	<b>Ms. Marian Fox</b>
<b>Total No. of Teachers:</b>	<b>25, including Principal</b>
<b>Mainstream Classes:</b>	<b>19</b>
<b>Support Teachers:</b>	<b>Miss Marian Fox. Ms Sheila Fitzsimons Ms. Noreen Cronin Mrs. Claire Johnson Mrs. Eileen Glennon</b>
<b>Special Class Teacher:</b>	<b>Ms. Aoife Gately</b>
<b>School Denomination:</b>	<b>Scoil Bhríde is a Catholic School, under the Patronage of the Catholic Bishop of Kildare and Leighlin.</b>

**Scoil Bhríde** is an all-girls school. We only enrol girls. We have one special class for children with Autism with both boys and girls enrolled. This class has its own enrolment policy.

**Scoil Bhríde** is a vertical school – all classes from Junior Infants to Sixth class are taught. We have one special class for children with Autism.

**Scoil Bhríde** depends on the grants and teacher resources provided by the Department of Education and Skills.

**Scoil Bhríde** operates within the regulations laid down, from time to time, by the Department of Education and Skills.

**Scoil Bhríde** 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. In accordance with The Revised Curriculum for Primary Schools, programmes for work are presented in several curricular areas, some of which are further divided into subjects. These are,

- Language : English, Gaeilge
- Mathematics :
- Social, Environmental and Science Education (S.E.S.E) : History, Geography, Science
- Arts Education : Visual Arts, Music, Drama
- Physical Education
- Social, Personal and Health Education (S.P.H.E.) :
- Religious Education

In formulating school policy, the Board of Management of Scoil Bhríde must have regard to the resources and funding available.

#### **G: Application Procedures**

- (i) The Board of Management of Scoil Bhríde advises that parents who wish to enrol pupils in Junior Infants will be required to complete an “Enrolment Application Form”.  
Enrolment will take place during the second term, usually end of January or early February.

**The Board will communicate the dates to the school community through some of the the following appropriate local channels, e.g.**

- (1) A Banner, giving enrolment dates, displayed at Junior gate in January.
- (2) A text message sent to parents.
- (3) A notice on school website.
- (4) A notice in the Sunday Mass Newsletter. These notices will outline the dates, times, procedures and documentation needed for application for enrolment.
- (5) School Newsletter – sent home via email.
- (6) Announcements at Assembly to all classes.
- (7) Any other means of communication deemed appropriate by the Board of Management.

#### **Late Applications**

The Board of Management will only accept late Applications up to the day before the date of the first Board of Management Meeting, which follows the official enrolment dates.

Applications received after the relevant Board of Management meeting will not be considered until the following year, unless there are available places.

**(ii) Provision of Key Information by Parents**

The Board of Management will require certain information, when children are being enrolled.

- (i) A specific Enrolment Application Form, provided by the Board, must be completed in full, signed and dated by parent/guardian, (sample copy included).
- (ii) Parents/Guardians will be requested to supply an original Birth/Adoption Certificate.
- (iii) Parents/Guardians will be requested to supply a Utilities Bill, clearly showing the address of the applicant Parent/Guardian.
- (iv) Parents must supply Pupil's PPS Number or mother's maiden name.
- (v) On application for enrolment, parents will be given a copy of the School's Code of Behaviour. Before a place is offered to a child, the Board of Management insists that parents/guardians must confirm in writing (sign, date and return relevant page from Code of Behaviour) that the Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code, by the child. This "Acceptance Letter" must be received by the Board within 14 days of application for enrolment.
- (vi) When issues arise in relation to guardianship, custody and access arrangements, the Board will not treat the application as being complete until such time as all relevant documentation e.g. any and all documents following court proceedings, have been presented to the school Principal.

**H: Decision – Making**

Decisions in relation to applications for enrolment are made solely by the Board of Management of Scoil Bhríde, in accordance with school policy.

Decisions in relation to all applications will be given in writing within 21 days of receiving a complete application.

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

The Board of Management is bound by the Department of Education and Skills Rules for National Schools which provide that pupils may only be enrolled from the age of four years and upwards i.e. pupils must have reached their fourth birthday before September 1<sup>st</sup>, of the year of admission.

With due consideration of the aforementioned factors, as a general principle, and in so far as practicable, children will be enrolled on application, provided that there is space available and having regard to the school's enrolment policy.

**Admission**

If the school's admission and enrolment numbers have not been reached, the Board will admit all children of the appropriate age, whose parents wish them to attend the school.

A child may not be allowed to attend or be enrolled in the school before her fourth birthday (Rule 64.1). No child will be refused admission to the school on account of the social position, religious beliefs and practices, nationality or cultural background of parents/guardians, nor will any child be kept apart from other pupils, on such grounds.

**I: Admission Criteria**

The Board of Management will apply the following criteria, to identify which children should be admitted at initial admission to education (Junior Infants) or on transfer from another primary school.

- (i) Children who are four years of age before September 1<sup>st</sup>, and who normally reside in the school's catchment area – /Postal area of Clane.
- (ii) Children who are four years of age before September 1<sup>st</sup>, and who have sisters attending the school.
- (iii) Children who are four years of age and whose brother(s) is/are attending Scoil Phadráig.

- (iv) Children who are four years of age and whose parent is a permanent employee of Scoil Bhríde, Scoil Phadráig or Scoil Mhuire.
- (v) Children who are four years of age and whose sisters or mothers are former pupils of Scoil Bhríde.
- (vi) Children who are four years of age and who reside outside of the school's catchment area. **N.B.** Parents of such children must apply in writing to the Board of Management. Each application will be dealt with separately, and on its own merits.

**If and when demand for places exceeds the number available, then enrolment in Junior Infants shall be strictly according to age i.e. oldest children will be granted places first, of those who meet one or more of the criteria at 1 – 5 above.**

The Board of Management shall exercise its discretion in the application of the aforementioned criteria.

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

**The Board of Management advises that Junior Infants may only be admitted to the school on the first school day (often September 1<sup>st</sup>).**

However, a Junior Infant pupil may be admitted during the school year, when her family has come to reside in the catchment area, **only if she has already attended another school, as a Junior Infant, and if there is a place available in Scoil Bhríde.**

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

In relation to applications for the enrolment of children with special needs, the Board may request a copy of the child's medical and/or psychological report(s). Where such a report is not available, the Board may request that the child be assessed immediately.

The purpose of the assessment report would be to assist the school in establishing the educational and physical needs of the child, relevant to her disability or special needs and to assist in the provision of the support services required.

Following receipt of the report(s), the Board will assess how the school could meet the needs specified. Where the Board deems that further resources are required, it shall, prior to enrolment, request the Department of Education and Skills and/or SENO, to provide the resources required to meet the needs of the child as outlined in the report(s). These resources may include access to or the provision of any or a combination of the following: visiting teacher services, resource teaching hours, special needs assistant, specialised equipment or furniture, transport services or other.

The Principal and representative(s) of the Board shall meet with the parents/guardians to discuss the child's needs and the school's suitability or capability in meeting these needs. Other parties i.e. class teacher, learning support teacher, resource teacher, psychologist etc. may or may not attend the meeting.

Following such consultation(s), it may be necessary for the Board of Management to decide to defer enrolment of a particular child, pending,

- (a) the receipt of an assessment report and/or
- (b) the provision of appropriate resources by the Department of Education and Skills, to meet the needs specified in the Educational/Psychological and/or Medical Report(s).

#### **K: Refusal to enrol on grounds of "Exceptional Circumstances"**

In rare and exceptional circumstances, the Board of Management may refuse to enrol a pupil. e.g. if

- (i) In the opinion of the Board of Management, the pupil poses an unacceptable risk to the health and Safety of other pupils, school staff and/or school property.
- (ii) In the opinion of the Board of Management, the pupil concerned has Special Needs such that, even with additional resources sanctioned by the Department of Education and Skills and/or

SENO, the school cannot meet such needs and/or provide the pupil with an appropriate education.

**L: Right of Appeal**

Section 29 of The Education Act, 1998, provides for a Right of Appeal against a decision to refuse enrolment.

The School Principal, on behalf of the Board of Management, will inform the parents/guardians, in writing of their Right of Appeal to the Secretary General of the Department of Education and Skills, when all “local discussions” following the refusal to enrol, have concluded.

The Principal and Chairperson of the Board of Management will have responsibility for preparing a response for the Appeals Committee, if and when an appeal is initiated.

**M: Pupil Transfer from other primary Schools**

The Board of Management advises that pupils who come to reside in the school’s catchment area may transfer to Scoil Bhríde, at any time during the school year, subject to school policy, **available places** and in some cases, the approval of the Department of Education and Skills.

**If a vacancy exists**, the Principal shall then admit and enrol the pupil(s).

The Principal, who has been delegated authority to act on behalf of the Board of Management in such matters, will request a transfer certificate from the school the pupil(s) previously attended.

In accordance with The Education Welfare Act 2000, the Principal will also request that copies of Progress Reports and information concerning attendance, be made available to Scoil bhríde, following the enrolment of the pupil.

**N: Code of Behaviour**

Appendix 2 – Code of behaviour of Scoil Bhríde.

**O: Review**

This Enrolment Policy will be reviewed by the Board of Management when it is deemed necessary e.g. in line with any changes in legislation or as required by any Department of Education and Skills circular.

**P: Ratification**

This revised policy was ratified by the Board of Management at its meeting on Monday 17th October 2016.

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

**Mr. Christopher Grogan.**  
**(Chairperson, Board of Management)**

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

**Mrs. Deirdre Costello**  
**(Principal)**

Addendum. Ratified on 7th October 2014.

- When a child enrolled in Scoil Bhríde emigrates and returns to live in Clane, the Board will endeavour to provide her and her younger siblings with a place. {All must fulfill the School's enrolment criteria}.
- In the light of our new Extension the Board aims to provide places for as many children as possible. The following pupil teacher ratios will apply  
Junior Infants 28.  
Senior Infants 28 where possible.  
All other classes 30.

### **Ratification**

This addendum to the Enrolment Policy was ratified by the Board of Management at its meeting on 6th October 2014.

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

**Mr. Christopher Grogan.**  
**(Chairperson, Board of Management)**

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

**Mrs. Deirdre Costello**  
**(Principal)**

### **Addendum.**

Enrolment for Junior Infants 2016/2017.

- In order to reduce the waiting list for September 2016 the following pupil/teacher ratio will apply.  
Junior Infants 29. (Increased from 28).  
Senior Infants 28 where possible. (No change).  
All other classes 30.

### **Ratification.**

This addendum to the Enrolment Policy was ratified at the first Board meeting of the new school year. 12th September 2016.

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

**Mr. Christopher Grogan.**  
**(Chairperson, Board of Management)**

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

**Mrs. Deirdre Costello**  
**(Principal)**

### **Communication/Circulation of Policy**

It is available in hard copy, from the Office of Scoil Bhríde, on request.

It can also be accessed on our school website. [www.scoilbhrideclane.ie](http://www.scoilbhrideclane.ie).

**Reviewed:**

This Policy was reviewed at a Board of Management meeting on the 12<sup>th</sup> December 2108 in line with changes brought about by a Commencement Order, signed by the Minister of Education and Skills on 3<sup>rd</sup> October 2018, bringing certain provisions of the Education (Admissions to Schools) Act 2018 into operation.

**Signed:**

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

**Mr. Colm Early (Chairperson, Board of Management)**

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

**Mrs. Eimear Hennessy (Principal)**