



# Scoil Lios na Groí

## Lisnagry National School

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### ***Lisnagry National School***

### ***Enrolment Policy***

This policy was originally prepared in conjunction with the Principal, Staff, and Board of Management of Lisnagry National School. It was reviewed by the Board of Management in May 2016.

This policy has been drawn up in accordance with the provisions of the Education Act, 1998.

The Chairperson of the Board of Management, Noel Fox, and the Principal, Michael Feeney, will be happy to clarify any further matters arising from the policy. Lisnagry NS is a Catholic school under the patronage of the Bishop of Limerick.

Lisnagry National School 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 Skills (DES) Circulars.

#### **School Details**

School Name: Lisnagry National School.

School Address: School Road, Lisnagry, Co. Limerick.

Telephone No: 061 331011

Email: [info@lisnagryns.ie](mailto:info@lisnagryns.ie)

Website: <http://www.lisnagryns.ie>

Roll Number: 18516L

No. of Teachers: 16

Infant Day: 9.20am to 2.00pm

Full Day: 9.20am to 3.00pm

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 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 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 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.

### ***Application Procedure***

1. Enrolment procedures are communicated to the local community via both the school and parish newsletters. Parents/Guardians wishing to receive a pre-enrolment application form may contact the school. An application form may also be downloaded from the school website. Telephone calls or personal school visits concerning enrolments will be facilitated but are not in themselves enrolment applications. Please include a utility bill (within the previous three months) as proof of address.
2. Parents/Guardians are contacted during November, December and January to confirm their intentions to apply.
3. Applications must be returned no later than 3p.m. on the 31st of January of the year the child is to begin school.
4. The names of the children for whom fully completed Pre Enrolment Application Forms have been returned will be placed on a list. *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.* -
5. Applications will then be considered and places offered.
6. Parents will be informed of the Board's decision in writing before the 20<sup>th</sup> February.
7. Having received written notification from the Board of Management or Principal that an application has been successful, parents must then return a completed registration form. The registration form must be returned within the timeline specified in the letter of offer, along with a copy of the child's Birth Certificate and Baptismal Certificate (if applicable). Failure to do so will be interpreted as a refusal of the offer to enrol. Please note: The Board is entitled to all relevant information on the Enrolment Registration form. Omission of relevant information may be grounds for refusal of enrolment. All information gathered will be kept in the strictest of confidence. The address at which the applicant ordinarily resides will be the address used by the school for correspondence regarding enrolment. Proof of address may be requested.
8. Late applications will be considered on the basis of availability of any remaining places.
9. Equality of access is the key value that determines the enrolment of children to our school. No child is 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.
10. While recognising the entitlement of parents to enrol their child in the school of their choice, the Board of Management of Lisnagry N.S. is also obliged to consider 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. SNA provision
- f. DES maximum class average directives
- g. Health and Safety

The Board is bound by the Department of Education and Skills' *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. The Board of Management strongly recommends that applicant children are at least four years of age on or before March 31st of the school commencement year. 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: .

1. Siblings of current pupils. Priority eldest.
2. Siblings of past pupils (within the last five years), priority eldest.
3. Children of staff members, priority eldest.
4. Children whose homes are in the parish, priority eldest.
5. Children of former pupils, priority eldest.
6. If there is still availability after fulfilling the above criteria, places will be allocated to the next oldest children in each category.
7. If there is still availability after fulfilling all the above criteria, places will be allocated to the next oldest children.

The Board, at its absolute discretion, reserves the right to set other, or alter the above criteria.

Other pupils are enrolled during the school year (if newly resident in the catchment area) according to the criteria listed and only if a place is available to them. If the class quota is reached then there may not be space to accommodate them. This will be decided by the Board of Management and communicated as specified above.

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. The Principal, on behalf of the Board of Management, will contact the Principal of the school from which it is requested to transfer to Lisnagry National School. Parents wishing to transfer will be informed of this policy and of the Principal's intention to discuss all aspects of the pupil's behaviour and academic progress. All information will be

treated in the strictest of confidence. Decisions on school places for such children will take current class size into account.

### ***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.

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, specialised 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 Skills.

Notwithstanding the availability of such resources, parents of children who are not satisfied with the 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

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/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended. These policies may be added to and revised from time-to-time.

### ***Appeals***

The Board of Management of Lisnagry National School 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 working 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 working 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 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 Skills website at [www.education.ie](http://www.education.ie)

### ***Exceptional Cases***

The Board of Management of Lisnagry National School 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 Skills, 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.

### ***Policy Approval /Ratification***

The policy was ratified by the Board of Management for Lisnagry National School on Tuesday 13th December

Signed: Noel Fox

Chairperson BOM

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