

Scoil Náisiúnta Ubhla/Oola N.S



6.Enrolment Policy

Uimhir Rolla: 17184H, Fón 062/4706, www.oolans.ie

Ratified on _____

Chairperson: _____

ENROLMENT POLICY

The Board of Management of Oola National School is setting out its Enrolment Policy in accordance with the provisions of the Education Act 1998. The Board trusts that by doing so parents will be assisted in relation to enrolment matters and that furthermore, the chairperson of the Board of Management, John Landers and the Principal, Liam Guiney (School Tel 062 47906), will be happy to clarify any matters arising from the policy.

GENERAL INFORMATION

- (a) Address: Oola, Co. Limerick.
Telephone: 062 47906
Fax: 062 47906
Email: office@oolans.ie
Web: www.oolans.ie
- (b) The school is a Catholic School under the patronage of Archbishop Kieran O Reilly, Cashel & Emly.
- (c) The school currently has four class teachers (incl. Principal) and 2 Full time SET and 1 SET teacher based in Oola and 1 SET teacher based in another School.
- (d) The school is a mixed school with a full range of classes from Junior Infants to Sixth Class.
- (e) Oola National School depends on grants and teacher resources provided by the Department of Education and Skills, and operates within the regulations laid down from time to time by the Department. The policy must have regard to the resources and funding available.
- (f) The school follows the curriculum programmes prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with section 9 and 30 of the Education Act 1998.
- (g) 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 principals of:
- Inclusiveness - children with a disability 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, language and ways of life in society.
- (h) School opening hours are 8.45am – 2.50pm. Classes commence at 9.00am to 12.30pm (10 minute break at 10.45am) and continue at 1.00pm to 2.40pm (1.40pm for Junior and Senior Infants).

PROCEDURES (see www.oolans.ie)

- 1) Parents seeking to enrol their children in Oola National School are requested to return a completed Enrolment Application (Appendix 1) form by 15th Feb each year. Application forms are available from the school and on the school website.
- 2) Parents will be notified within 21 days of the closing date for receipt of applications and asked to complete a Student Enrolment Form (Appendix 2). Failure to do so within the timeline specified in the letter will be interpreted as a refusal of the offer to enrol
- 3) While recognising the right to parents to enrol their child in the school of their choice, the Board of Management of Oola National School is also responsible to respect 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 interests of all children. Assisting the school in such circumstances, the Board of Management reserve the right to determine the maximum number of children in each separate classroom bearing in mind:
 - (a) The size of / available space in the classroom.
 - (b) Educational needs of children of a particular age.
 - (c) Multi- grade classes.
 - (d) Presence of children with special educational/behavioural needs.
 - (e) Department of Education and Skills maximum class average directives and staffing levels.
- 4) 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.
- 5) In the event of a 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 Board of Management being unable to provide suitable accommodation, or recruit the required teaching staff, the **following criteria** will be used to prioritise children for enrolment:
 - (a) Brothers and sisters (including stepsiblings, resident at the same address) of children already enrolled - priority to the oldest.
 - (b) Children living within the parish – priority to the oldest.
 - (c) Children of staff members – Priority to the eldest
 - (d) Children whose home address is closest to the school (-straight line Ordinance Survey map) if the child is normally resident outside the parish.
 - (e) Random selection (independently verified)

- 6) Admission – The Board will normally admit Junior Infants, on September 1st, once they have attained 4 years of age.
- 7) There is an Open Day each year at which Junior Infants familiarise themselves with the surroundings.
- 8) Other pupils are enrolled during the school year (if newly resident in the area).
- 9) Pupils wishing to transfer from another school are enrolled subject to the rules governing National Schools. Attendance and progress information to be communicated between schools.
- 10) Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills, and if parents are so satisfied, such children will be enrolled on provision of medical/psychological report. Where such a report is not available, permission for an immediate assessment shall be given by the parents.
- 11) Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designated and resourced to specifically cater for the needs of children with special educational needs.
- 12) Parents of children enrolling in the school with special educational needs will be requested to attend a multi-disciplinary school placement meeting prior to enrolment to establish the best course of action for the child. In certain circumstances it may be necessary 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
- 13) Children enrolled in our school are required to co-operate with and support the school/Board of Management Code of Behaviour. A copy of which may be obtained from the school or from the website (www.oolans.ie)

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).

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

The Policy was ratified by the Board of Management of Oola NS on _____

*Signed: _____
Chairperson BOM*

This policy has been approved by St. Senan's Education Office, acting on Behalf of the patron

THE BOARD OF MANAGEMENT RESERVES THE RIGHT TO REVISE THIS
POLICY FROM TIME TO TIME.

Appendix 1(Enrolment Application)

Appendix 2(Student Enrolment Form)