

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, Rev John Morris P.P, Parochial House, Solohead and the Principal, Pat Enright (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: oolans.ias@eircom.net
Web: www.oolans.ie
- (b) The school is a Catholic School under the patronage of Archbishop Dermot Clifford, Cashel & Emly.
- (c) The school has four class teachers (incl. Principal) and a full and part time Resource Teacher and the services of a Learning Support teacher based at Oola N.S.
- (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 Science, 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 Science, 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 9.05am – 3.00pm. Classes commence at 9.20am to 12.30pm (10 minute break at 11.00am) and continue at 1.00pm to 3.00pm (2.00pm for Junior and Senior Infants).

PROCEDURES

- 1) Parents seeking to enrol their children in Oola National School are requested to return a completed Enrolment/Registration form with a copy of Birth/Baptism Certificate to the school by 1st June each year (see copy).
- 2) The names of the children, for whom Enrolment Application forms and Birth/Baptism certificates have been returned, will be placed on a class waiting list. Parents will be notified with 21 days decision.
- 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 Science maximum class average directives and staffing levels.
- 4) The Board is bound by the Department of Education and Science 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 whose home address is closest to the school (-straight line Ordinance Survey map) if the child is normally resident outside the parish.
 - (d) On the event of being unable to enrol a child from a,b,c or d (above) in a given class at the beginning of a school year, such children will receive priority in order a,b,c,d, for the subsequent school year over other children on the class waiting list.

- 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 Science, 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.
- 13) Children enrolled in our school are required to co-operate with and support the school/Board of Management Code of Behaviour.

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