

ST FINBARR'S BOYS' NATIONAL SCHOOL

Enrolment POLICY

St Finbarr's Boys' National School is a Roman Catholic Primary School recognised by the Department of Education and Science as a Boys' primary school under the patronage of the Catholic Bishop of Cork and Ross.

As a Roman Catholic School, St Finbarr's BNS aims at promoting the full and harmonious development of all pupils cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and 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 school caters for the full range of classes from Second to Sixth class. It is an inclusive school and caters for children of all abilities.

There are 8 full-time teachers, 5 mainstream and 3 Resource/Learning Support teachers employed in the school. The third Resource teacher provides Resource Hours as required on an annual basis with other local schools.

Special Needs Assistants are assigned to the school by the Department of Education and Science to enable the inclusion of certain children with special educational needs.

St Finbarr's Boys' National School operates under the Rules for National Schools and Departmental Circulars and is funded by grants. The Staff is resourced by the Department of Education and Skills. The school is subject to the Education Act (1998), the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (2004), equality law and all other relevant legislation. St Finbarr's Boys' National School follows the curricular programmes laid down by the Department of Education and Skills.

The Admissions Policy:

The Admissions Policy has been formulated in accordance with the provisions of the Education Act 1998 in order to assist Parents in relation to enrolment matters. The Chairperson of the Board of Management or the Principal will be happy to clarify any further matters arising from the policy.

- 1) While a Catholic Ethos permeates all areas of school life and curriculum, other cultures and beliefs are accepted and respected
- 2) Parents seeking to enrol their children in St. Finbarr's Boys' National School are requested to return a completed Enrolment Application Form (available from the school) with an original Baptismal Certificate (if applicable) to the school on enrolment day each year.

- 3) 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/accents, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.
- 4) While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Finbarr's Boys' National School is also called upon 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 interest of all children. Assisting the school in such circumstances, the Board of Management 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) Presence of children with special educational/behavioural needs.
 - (d) DES maximum class average directives (currently a recommended average of 29 children)
- 5) 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 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) Catholic children of the school catchment area.
 - (b) Brothers of children already enrolled.
 - (c) Catholic children who live outside the parish and who do not have a Catholic school in their parish.
 - (d) Children of current school staff.
 - (e) All children who live within the parish boundaries but are not Catholic.
 - (f) Catholic children from outside the parish.
 - (g) All children who apply to the school and are not Catholics and not resident in the parish.

The above criteria will be used in order to determine who will be enrolled. The Board shall exercise its discretion in the application of the criteria.

In the event of there being more applicants than places, a policy of "First come, first served" will apply.

- 6) There is an Enrolment Session in term 2 for prospective pupils and their parents. Invitation to enrolment is through the Convent School and a publicly displayed notice. Parents will receive an information booklet, a Code of Discipline and an Enrolment Policy. In respect of pupils received from the Convent School, a transition meeting takes place in June following written

consent from the parents has been devised in order to access relevant information.

Parents enrolling children to St. Finbarr's Boys' National School are expected to abide by the rules, policies and procedures (Code of Behaviour). Parents must read, sign and agree to abide by the Code of Behaviour.

- 7) Other pupils are enrolled during the school year on request.
- 8) 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.
- 9) Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

The Board of Management will request copies of relevant reports or request that the child be assessed within the school immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour with the support of the SENO to have all resources and supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

The school will meet with the parents of the special needs child to discuss the school's suitability for the child. If considered necessary, a full case conference may be called which will include parents, class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

- 10) The school will deal with truancy/inattendance in accordance with the terms of the Education (Welfare) 2000 Act. See Attendance Policy.
- 11) Parents must inform the school of any legal court orders pertaining to the child.
- 12) The school's responsibility for pupils begins at 9.00 a.m. (when pupils arrive in school) and ends at 2.50 p.m. (when pupils leave the school premises).
- 13) Uniform: all children attending are expected to wear full uniform unless directed otherwise.

14) A School Book Rental Scheme operates and pupils are required to pay the rental fee and to take all reasonable care to keep the books in perfect condition and to return them when required.

15) Parents and their children who are enrolled in our school are required to cooperate with and support the School's Code of Behaviour as well as other policies on curriculum, organisation and management. The Board of Management requires parents/guardians to ensure that their child(ren) cooperate with said policies in an age-appropriate way.

CHILDREN OF OTHER FAITHS OR NO FAITH

Bearing in mind the Catholic ethos of the school, every effort will be made to be as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where request is made in writing, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

APPEALS PROCEDURE

In line with Section 28 of the Education Act 1998 parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal and lodged within 10 days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

This Policy was ratified by the Board of Management on 3rd of February 2014.

This Policy will be reviewed and amended if required in September 2015 or sooner if needed.