



Admissions Policy of Scoil Bhríde, Eglantine

Introductory Statement:

Scoil Bhríde, Eglantine's Enrolment Policy was formulated following consultation with the school community and formally ratified by The School Manager on October 1st 2018. The Policy reflects changing requirements and current legal developments.

Policy Mission Statement:

Scoil Bhríde, Eglantine's Enrolment Policy seeks to preserve and enhance the characteristic spirit and ethos of the school. The Enrolment Policy is formulated in support of, and having regard to, other school policies, including its Code of Behaviour, Health and Safety Policy, Child Protection Policy and Special Education Teaching Policy framework.

School Vision Statement:

In Scoil Bhríde, Eglantine, we are committed to nurturing the full potential of all who work and learn in our school community in a positive, inclusive, safe and happy environment. Individuals are respected and valued for their unique qualities and abilities and we strive to ensure that each pupil achieve her full potential as an individual and as an active member of society.

Catholic Ethos:

As a Roman Catholic School, we aim to promote the full and harmonious development of all aspects of the pupil, including her cognitive, intellectual, physical, cultural, moral and spiritual development. As a formal agent of education within the Catholic Community this school models and transmits a philosophy of life inspired by belief in God. The policies, practices and attitudes of the school are inspired by Gospel values.

Rationale:

The School Management of Scoil Bhríde, Eglantine hereby sets out its Enrolment Policy in accordance with the provisions of Section 15(2) of the Education Act (1998), the Education (Welfare) Act 2000, the Equal Status Acts and The Admission to Schools Act 2018. The School Management trusts that in so doing, parents will understand the process for enrolment.

Aims:

- To provide guidance and information to all concerned with enrolment and participation matters in the school, in particular to the parents/guardians ('Parents') of prospective pupils.
- To ensure that all applications for enrolment are dealt with in a fair, transparent and verifiable manner.
- To establish criteria under which applications are considered.

Douglas Road, Cork.

Telephone/Fax: (021) 4295551 / 4291743 /4291742

Email: scoilbhrideeglantine@gmail.com

Website: www.eglantine.ie

- To ensure that the school has access to the information and documentation deemed necessary for the completion of the enrolment process.

General Information:

Founded in 1959, Scoil Bhríde, Eglantine is a Roman Catholic Girls Primary School recognised by the Department of Education and Skills ('DES'). It is under the patronage of the Catholic Bishop of the Diocese of Cork and Ross ('the Patron'). The full range of classes from Junior Infants to Sixth Class, are taught the curricular programmes prescribed by the DES, which may be amended, in accordance with Sections 9 and 30 of the Education Act (1998). Teaching staff allocation is as provided for under DES Circulars and regulations regarding staffing appointments and retentions and includes the school Principal, Mainstream Class Teachers and Special Educational Needs Teachers. The typical school day operates from 8.50 to 13.30 (Junior & Senior Infants) and to 14.30 p.m. (First to Sixth Classes). Scoil Bhríde, Eglantine depends on the grants and teacher resources provided by the DES and National Council for Special Education ('NCSE') and it operates within the regulations laid down, from time to time, by the DES and in accordance with Patron requirements. All school policies must have regard to the resources and funding available to the school from the DES/NCSE and to Patron requirements.

Guiding Principles relating to Enrolment/Admission:

Within the context and parameters of DES and Patron requirements and the funding and resources available to it, Scoil Bhríde, Eglantine supports the following guiding principles as they relate to enrolment:

- 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;
- respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Enrolment application procedure:

1. Parents who wish to apply to enrol their child in Scoil Bhríde, Eglantine must use the official application form.
2. Applications for admission to the Junior Infants classes must be received by the school on or before the '**Closing Date**'. The '**Closing Date**' shall mean 15.00 on the last Thursday of the October of the school year preceding the school year in respect of which the application for enrolment relates to. Applications for Enrolment to Junior Infants received after the Closing Date will only be considered for enrolment if/when there are additional places available and only after all applications on the waiting list have first been offered a place. Late applications will be ranked in order of date of receipt of the applications.
3. A child will not be enrolled in Junior Infants in Scoil Bhríde, Eglantine unless she is four years of age on or before the 1st April preceding the September in respect of which the application for enrolment into Junior Infants relates to.
4. The application form for enrolment into Junior Infants requires among other things information relating to current address. In due course, if an applicant is being offered a place in one of Scoil Bhríde, Eglantine's Junior Infants classes then proof of the child's main place of residence will be required. As part of the acceptance process a utility bill in the name of one of the parents making the application which must be dated no later than 3 months prior to the closing date must be provided. If the utility bill is not provided as part of the acceptance of offer process then the priority ranking based on 'living within the parish' criterion will be withdrawn and the application will be re-ranked to reflect this and may therefore result in the offer of a place being withdrawn.
5. The application form must also be accompanied by a birth certificate. It is essential that a copy of the birth certificate is enclosed with the application form. In any event, the offer of a place is strictly conditional on the Birth Certificate being provided as part of the Acceptance of Offer process.

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6. The application form must be fully completed, dated & signed by the parents. An incomplete application will not be considered, it will be automatically rejected and a place will not be offered nor will a place be allocated on a waiting list.
7. If it subsequently transpires that any incorrect information or documentation was furnished, this will render the offer of a place *void ab initio*. This means that even if a place is offered, it will be withdrawn if any incorrect information and/or documentation was provided.
8. Parents will be deemed to have accepted the school's Code of Behaviour by accepting a place in Scoil Bhríde, Eglantine.
9. If the application for enrolment is successful, the pupil shall be enrolled as per the name on the official birth certificate as per Rules for National Schools.

Decision-Making:

Decisions in relation to applications for enrolment of pupils are made by the School Management in accordance with the enrolment policy. The School Management will notify parents in writing of its decision within 21 days of the **Closing Date**. Decisions in respect of applications for enrolment in all other classes will be given in writing to the parents within 21 days of receipt of the completed application form. When deciding on enrolment matters, the School Management must have regard to Patron requirements and to relevant DES guidelines in relation to class size, staffing provision and/or any other relevant requirements/issues concerning accommodation, including physical space, optimisation of the teaching/learning process and the health and welfare of children, including appropriate supervision.

The School Management has engaged in extensive consultation regarding enrolment matters. In addition, there is now full utilisation of all existing classrooms. The School Management has decided that the total intake for Junior Infants is limited to 28 pupils per class. In the event that the number of applications for enrolment into junior infants exceeds the number of available places, the following order of priority will apply to applications received on or before the Closing Date.

1. *Sisters of currently enrolled pupils.*
2. *Sisters of past pupils of Scoil Bhríde, Eglantine living within the parish of Ballinlough.*
3. *Daughters of past pupils of Scoil Bhríde, Eglantine living within the Parish.*
4. *Children living within the Parish.*
5. *Daughters of current Scoil Bhríde, Eglantine staff members.*
6. *Siblings of past pupils of Scoil Bhríde, Eglantine not living within the Parish.*
7. *Children of past pupils of Scoil Bhríde, Eglantine not living within the Parish.*
8. *Children not living within the Parish.*

It should be noted that siblings include step siblings. In the event of there being more applications than spaces available in any of the above categories, priority will be given to applicants within the particular category in order of age, starting with the oldest. By way of example, if there are still places available in the school after accepting applications in categories 1, 2 and 3, those available places will be filled from category 4 according to the age of the child (with the older applicant given priority). No application from category 5 will be considered until such time as all category 4 applications have been exhausted.

Names of unsuccessful applicants will be placed on a waiting list, in accordance with the ranking determined by the above criteria and such applicants may be offered a place in Junior Infants if/when a place becomes available. If/when a place in the Junior Infants is offered, the Parents must accept the place in writing no later than the date stipulated in the letter of offer. A copy of a utility bill and Birth Certificate as previously outlined will also be required. Parents of successful applicants will be required to complete additional Consent/Agreement and Information Forms. If the school does not receive the written acceptance by the stipulated date, it will be taken that the place is not being accepted and it will be reallocated.

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Appeals:

Unsuccessful applications for enrolment may be appealed to the Secretary General of the DES in accordance with Section 29 of the Education Act 1998. Parents of unsuccessful applicants are informed in writing of their right to appeal. Details on appealing decisions on enrolment under Section 29 of the Education Act are available on the DES website at www.education.ie.

Applicants offered a place, but who choose to defer enrolment until the following year, are not guaranteed an automatic right to a place the following year. The enrolment application for the following year will be considered in the context of the criteria laid down in the enrolment policy applicable to the school year in question.

Enrolment Night for Junior Infants:

In order to facilitate the enrolment process and to assist parents in the decision making process regarding the selection of a school for their child's primary education, an enrolment night usually takes place in the week of the closing date for applications. Communication regarding dates and times of Enrolment Night are by means of a note (to currently enrolled students of Eglantine), notices and advertisements in the Parish Newsletter and notification on the school website : www.eglantine.ie. Parents are invited to visit the school along with their child / children on Enrolment Night to meet with the principal and other staff of Scoil Bhríde, Eglantine. In addition to Enrolment Night, parents are welcome to enroll their children at any other time before the closing date for application.

Admissions Day:

Junior Infants will start primary school for the first time on a day, chosen by the School Management at the start of September or the end of August.

Induction Process:

The Induction Process operated by Scoil Bhríde, Eglantine is intended to facilitate the transition of the pupil from home to school so as to ensure that your daughter's first experience of school is both pleasant and positive. The Induction Process normally proceeds as follows:

- New Junior Infants are invited to 'attend' school for a short visit during the last term. They will get an opportunity to see their classroom and meet their Junior Infant teacher for the following school year.
- In September, the 'new' Junior Infants attend school on their first day from 8:50 until 12:00
- From their second day and for the remainder of the first 2 weeks, the pupils will attend school from 8:50 to 12:00
- With effect from the third week in September, the Junior Infants attend school for the full, 'normal' school day which is: 8:50am to 1:30pm.

Experience has shown that the above approach is most beneficial to the positive adaptation by a young child, at a reasonable pace, to the demands of Primary School life.

Enrolment of Pupils with Special Needs:

The School Management accepts applications for enrolment from Parents in respect of children who have special needs. In order for the School Management to properly consider what is in the best interest of the child and the additional resources/equipment the school might need in order to facilitate the child's attendance at Scoil Bhríde, Eglantine, the following are required:

1. A copy of the child's medical and/or psychological reports and/or any other relevant reports
2. Where such reports are not available, the School Management reserves the right to request that the pupil be assessed immediately. The purpose of such an assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required
3. Where the School Management deems that further resources are required, it may request the Special Education Needs Organiser to provide the resources required to meet the needs of the child as outlined in the

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medical/psychological/other 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 others

4. Prior to enrolment a meeting will be arranged with the child's Parents and/or the Special Education Needs Organiser to discuss the child's needs and the school's suitability or capability in meeting those needs. If considered necessary, a full conference involving all parties will be held which may include Parents, Principal, class teacher, learning/language support teacher, special class teacher, resource teacher for special needs, speech therapist/psychologist/psychiatrist, Special Education Needs Organiser or any other as appropriate.

Refusal to Enrol:

1. In exceptional circumstances, the School Management may refuse to enrol a pupil because the pupil has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the child with an appropriate education.

2. The School Management also reserves the right to refuse admission in exceptional circumstances where the child poses unacceptable risk(s) to other pupils, staff and/or school property.

It is the School Management's intention to limit such refusals to rare and exceptional circumstances, and Parents of pupils so refused will be advised of their right to appeal the School Management's decision as outlined above.

Pupils transferring to Scoil Bhríde Eglantine:

The Manager will allow and facilitate the enrolment of pupils who wish to transfer to Scoil Bhríde Eglantine from another school at any time during the school year, subject to the following:

- Available spaces
- The Rules for National Schools
- The terms of this enrolment policy
- The approval of D.E.S. (in some cases)

The full terms and conditions which apply to this enrolment policy will apply equally to all applicants seeking to transfer into Scoil Bhríde Eglantine but subject to the following variations and amendments. The Manager has to have regard to relevant D.E.S. guidelines in relation to the following:

- Class sizes
- Staffing provisions
- Accommodation/ physical size available
- Optimisation of the teaching / learning process
- The health and welfare of children including their appropriate supervision

Having regard to these matters and to the current D.E.S. Staffing Schedule, the School Management has limited the total number of pupils to be enrolled in any class in Scoil Bhríde Eglantine to a maximum of 28. Transfer of pupils into classes which already have 28 or more pupils, will not be facilitated.

Parents who wish to transfer their child to Scoil Bhríde, Eglantine from another school will be required to complete and present an application for enrolment on the official application form. If all required information and documentation is provided, there is eligibility for enrolment, and there is a space available the class applied for, the child will be enrolled as per the guidelines outlined above. If a space is not available at the time of the application, and provided all required information and documentation is provided and eligibility applies, the application for enrolment will be retained on file for a period of one year from the date of receipt of the valid application form. If a space becomes available with that period, the place shall be offered to the first ranked applicant based on the date of receipt of the application form. For the avoidance of any doubt, pupils who are on a waiting list for transfer into Scoil Bhríde, Eglantine are ranked based on the date of receipt of a completed and valid application. To extend an application for enrolment beyond the one year

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limit, as referred to above, parents must submit a letter indicating that they wish to keep the application open for a further year.

It should be noted that the Education Welfare Act (2000) contains specific provisions in relations to the transfer of pupils, including the requirement that information concerning attendance and the child's educational progress be communicated between schools. In addition, the parents will provide copies of all relevant school/assessment and attendance reports.

Code of Behaviour:

Scoil Bhríde, Eglantine's Code of Behaviour (appended hereto) should be read in conjunction with this enrolment policy. Written acceptance by parents of the school's Code of Behaviour is a requirement of this enrolment policy. The School Management reserves the right to refuse a child's enrolment in Scoil Bhríde, Eglantine if her parents refuse to accept The Code Of Behaviour.

Review and Implementation:

This Enrolment Policy is subject to review at the discretion of the School Management and will be kept under on-going review.

Communication and Ratification:

A copy of this Enrolment Policy, as approved by the School Management, is provided on request to the Patron. The Enrolment Policy is available on the school's website (www.eglantine.ie). The Enrolment Policy is e-mailed to all staff members and to The Parents Association. In addition, hard copies of The Enrolment Policy are issued upon request to staff members and to parents. A copy of The Enrolment Policy is provided on request to prospective parents and to parents of currently enrolled pupils.

This revised Enrolment Policy was reviewed, formally approved and ratified by the School Management on the

_____ (Date)

Signed: _____
Pat Kinsella, Manager, Scoil Bhríde, Eglantine.