

BOARD OF MANAGEMENT
OF HOLY CROSS NATIONAL SCHOOL, TRAMORE

ENROLMENT/ADMISSIONS POLICY

Introductory Statement

This enrolment policy is set out in accordance with the provisions of the Education Act, 1998. The policy has recently been reviewed and the review was undertaken using the guidelines contained in the Catholic Primary School Managers Association suggestion document/template (February 2011)

Holy Cross School is a Roman Catholic School under the patronage of the Bishop of Waterford & Lismore Diocese. As a Roman Catholic School, we aim to promote all aspects of the child's development spiritually, intellectually, physically, culturally and morally. Religious education is provided for pupils in the School in accordance with the practices and beliefs of the Roman Catholic Church. Holy Cross School seeks to promote a Catholic ethos within the School.

This policy is available on-line on the school website at www.holycrossnstramore.ie

This policy is linked to other relevant policies within the school and in particular our Code of Discipline and the Catholic Ethos of the school.

The school depends on the grants and teacher resources provided by the Department of Education & Skills and it operates within the regulations laid down from time to time 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 right 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 needs; No child is refused admission to the School for reasons of ethnicity, special education needs, disability, language/accents, gender, travellers status, asylum seekers/refugee status, family or social circumstances.

- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Rationale and Aims

The enrolment policy is necessary in order to enable the Board of Management to decide on enrolment in the school and the Board of Management trusts that by setting out the enrolment/admissions policy that parents will be assisted in relation to enrolment matters and information provided on the enrolment procedures and background information on the School.

General Information

SCHOOL NAME: Holy Cross National School (Scoil Náisiúnta na Croise Naofa)

ADDRESS: Ballycarnane (Baile an Charnáin)
Tramore (An Trá Mhór)
Co. Waterford (Co. Phort Láirge)

TELEPHONE NO: 051-381036

E-MAIL ADDRESS: hctramore.ias@eircom.net

WEBSITE ADDRESS: www.holycrossnstramore.ie

DENOMINATIONAL CHARACTER: Roman Catholic

NAME OF PATRON: Most Rev. Dr. William Lee, Bishop of Waterford & Lismore

ROLL NO: 19629 G

TEACHING STAFF: 35 in total. Administrative Principal and Deputy Principal, 24 Mainstream Class Teachers, 8. S.E.T. Teachers and 1 Language Support Teacher.

SPECIAL NEEDS ASSISTANTS: 6 S.N.A'S

ANCILLARY STAFF: Secretary, Caretaker and Cleaner

RANGE OF CLASSES TAUGHT: This is a mixed National School with classes from Junior Infants to Sixth Standard

SCHOOL HOURS: The school opens for reception of pupils at 08.50 hours (8.50a.m.). Classes cease at 14.30 hours (2.30p.m.) Infant Classes cease at 13.30 hours (1.30p.m.)

SCHOOL CLOSINGS: A Standardised School-Year Closing schedule is published by the D.E.S. This schedule designates the closings for the Summer, Halloween, Christmas, February Mid-Term and Easter in the School-Year. The school will also close on designated Church Holidays and all Public Holidays. The other “Flexible Closing Days” during the School Year are decided on by the Board of Management after consultation with the Teaching Staff.

ENROLMENT PROCEDURES

Application Procedure

- Parents/Guardians seeking to enrol their child in Junior Infant Standard will be required to fill out an application form, (which will be available during the month of February in the school office). The completed form should be returned by hand to the school on or before the date specified by the School as the closing date for applications. A receipt will be given by the School for the return by hand of completed applications. In the event of inability to return the Form by hand it should be returned to the school by

registered post to be received by the school on or before the closing date for applications.

- Admission to Junior Infant classes normally takes place on the first day of the academic year but no later than the 30th September in any one year. Any child who has not reached his/her fourth birthday by the 1st September in any given year cannot be enrolled.
- Enrolment in any year ceases on the 30th September of that particular year. A waiting list in respect of pupils waiting to gain a place in the school remains open until the 30th September, thereafter it closes and all applications start afresh for the following year. It should be noted that with regard to the waiting list, the names will be placed on same with priority being given to the eldest. Pupils will be placed on the waiting list in accordance with the criteria set out in the enrolment policy.
- The waiting list will remain open until the 30th September in any given year and will close thereafter and fresh applications will need to be made for the following year. No priority is given to name previously being on waiting list.
- In the case of applications to classes other than Junior Infants, enrolment may take place at any time during the school year but will be subject to availability of a place and if necessary to the criteria for enrolment set out herein and will be dealt with as they arise.

Provision of key Information by Parents/Guardians

- The application/enrolment form sets out the details which are necessary to be furnished to the school and includes important information such as the following:-
 - Pupil's name and address (bearing in mind that same must be within the Parish boundary) and date of birth;
 - Names and addresses of Pupil's parents/guardians and contact telephone numbers;
 - Contact telephone number in case of emergency;
 - Religious denomination;
 - Details of any medical conditions which the school should be aware of;
 - Details of previous school attended if any;
 - Reasons for transfer if applicable;
 - Present standard i.e. Junior Infants, Senior Infants, 1st, 2nd, 3rd, 4th, 5th or 6th;
 - Any other relevant information as may be prescribed under the Education Welfare Act, 2000;
 - Where the school reasonably requires any further information the application will not be treated as being complete until such time as all the requested information has been received.

Decision Making Procedure

Decisions in relation to applications for enrolment are made by the Board of Management and are made within 21 days of the closing date for receipt of applications. The Board of Management reserves the right to request any further information necessary to assist them in their decision making process and any such request for further information will be made within the said 21 day period and must be replied to within 10 days of the request for any such information. An application will be considered a completed application on receipt of all information required.

The Board will have regard to the relevant Department of Education & Skills (D.E.S.) guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board is bound by the Department of Education & Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards.

Enrolment Criteria

Junior Infant Standard

In the event that applications for enrolment in Junior Infant Standard exceed the number of places available the following enrolment criteria will apply:-

- Child of current staff member who is in permanent and pensionable employment. Priority to oldest.
- Sisters and/or brothers of pupils currently in the school. Priority to oldest.
- Catholic children living within the parish boundary. Priority to oldest.
- Child of a parent who had a previous child enrolled in the school. Priority to oldest.
- Child of a previous past pupil. Priority to oldest.
- The oldest child on the list of applicants left.

The reference “priority to oldest” is intended to mean that in the event that there are more applicants within any category than there are places available, priority will be given to children within the particular category in order of age, starting with the oldest. The Board will exercise its discretion in the application of the criteria which is set out above and it is not intended that the said criteria are set out with intent to be applied in any particular order but are simply set out as the criteria to assist the

Board of Management in forming its decision in relation to offering a place in the school.

Pupils Transferring from another National/Relevant School

Pupils transferring from another National/Relevant School in the State or from a school outside the State may be enrolled at any time during the school year subject to school's enrolment policy, to available space, the provisions of Section 24(5) of the Education Welfare Act 2000 and in some cases the approval of the D.E.S.

It is a requirement of the Board of Management, that on being placed on the register, that information concerning the attendance and the child's educational progress be available from the child's previous school.

Enrolment of Children with Special Needs

In relation to the application for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or any such relevant report to enable them to make an informed decision 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. All relevant information and reports should be given to the school to support the application and to enable the Board of Management to make a prompt and informed decision. Enrolment of children with special needs cannot be deferred or postponed until additional resources have been approved or allocated by the Department of Education or Special Education Needs Officer.

Refusal to Enrol on Grounds of Exceptional Circumstances

The Board of Management reserves the right to refuse enrolment in exceptional circumstances as follows:-

- The pupil has special needs such that, even with additional resources available from D.E.S., the school cannot meet such needs and/or provide the pupil with appropriate education.
- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

Right of Appeal

Section 29 of the Education Act 1998 provides a right of appeal against a decision to refuse enrolment. Any decision to refuse to enrol will be

communicated by letter to the applicant by the Principal Teacher on behalf of the Board of Management. This letter will inform the applicant of their right to appeal the decision to the Department of Education and Skills (Section 29). The School Principal on behalf of the Board of Management will be responsible for preparing a response for the Appeals Committee if and when any appeal is initiated.

Additional Information

In addition to the enrolment/application form the parents/guardians of applicants to the school will be furnished with the following:-

- (a) Enrolment Admissions Policy.
- (b) Code of Discipline.
- (c) Acceptable use policy for the internet.
- (d) Details of Stay Safe Programme.