

# St. James' National School

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*"Educating for Enrichment and Enjoyment"*.

*"Oiliúint chun tairbhe agus taitneamh a bhaint as an saol"*.

## Enrolment Policy

- A** In accordance with the provisions of the Education Act 1998, the Board of Management of St. James' National School has developed an Enrolment/Admission Policy guidelines of which are set out below.
- B** The name of the school is St. James' National School, Ramsgrange, New Ross, Co. Wexford.

The school's denominational character is Roman Catholic and the patron is the Bishop of Ferns.

The total number of teachers is five, including the principal, three class teachers and learning support. The school teaches a full range of subjects for primary school education from junior infants to sixth class. The school is mixed with both boys and girls attending. The school is dependent on grants and teacher resources provided by the Department of Education and Science. It operates within the regulations laid down by the Department.

Decisions on school policy generally have regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Science which may be amended in accordance with Sections 9 and 30 of the Education Act (1998).

The key principles, which have been considered to underpin this policy, are:

1. *Respect* for the diversity of values, beliefs, traditions, languages and ways of life in society.
2. *Equality* with respect to maximum access to and participation in the school regardless of class, creed or ethnic origin.
3. *Parental choice* in relation to choice of school having regard to the characteristic spirit of the school.
4. *Inclusiveness*, particularly with reference to the enrolment of children with a disability or other special educational needs.

## **C Application Procedures**

Parents who wish to enrol their children in the school should apply to the Principal of St. James' National School, Ramsgrange, New Ross, Co. Wexford. Parents wishing to enrol their children are invited to obtain an enrolment form from the school office during the month of March. Dates for enrolment will be published in the local newspaper and the local pre-school will be informed.

The following information will be required from parents:

1.
  - a) Child's name, age, address, telephone number and PPSN.
  - b) Names, addresses and telephone numbers of child's parents/guardians.
  - c) Contact telephone numbers in case of emergency.
  - d) Details of any medical condition of which the school should be aware.
  - e) Details of any Special Educational Needs of which the school should be aware.
  - f) Religion (baptismal certificate, if relevant).
  - g) Full birth certificate.
  - h) Previous school attended (if any) and reasons for transfer if applicable.

2. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy. As a general principle and in so far as it is practicable, having regard for the school's enrolment policy, children will be enrolled on application provided there is space available. If applications for enrolment exceed/expected to exceed the number of places available, any decision in light of this will be communicated to parents within twenty one days of the enrolment application been received.

The Board will have regard for relevant Department of Education and Science 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.

3. Pupils may only be enrolled from the age of four years (before 31<sup>st</sup> May) and up, having due regard for the good of the pupils already in the school and the good of the school as an educational establishment.
4. In the event of enrolment applications exceeding the number of places available, the following decision making process will apply. Priority will be given as follows:
  - 1) children from the parish of Ramsgrange
  - 2) children who have siblings attending the school (including step siblings, resident at same address
  - 3) children of staff members
5. Applications for enrolment will be strictly on a first come, first served basis.
6. In certain situations, a lottery may be required to select from excess applications.

The admission date to the school will be on first day of the new school year. Exceptional cases will be considered individually.

## Appeals

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 ten 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.

A committee is established to hear the appeal with hearings conducted with a minimum of formality. In most cases appeals must be dealt with within 30 days. Where appropriate, the Secretary General may give whatever directions to the Board of Management that are considered necessary to remedy the matter complained of.

7. The principal will meet with parents/guardians and provide them with a copy of the School Code of Behaviour to read with the child. Following this they will be required to sign a form indicating that they have read the School Code of Behaviour and are willing to abide by it and return this to the principal.
8. Enrolment of a child may be deferred pending:
  - Receipt of all information as outlined in C1. a – h.
9. Opening and closing times of the school are as follows:
  - Infants from 0920 hours to 1400 hours.
  - All other classes from 0920 hours to 1500 hours.

## **D Enrolment of children with special needs**

- 1.** In relation to applications for enrolment of children with special needs, the Board of Management may request a copy of the child's medical and/or psychological report. Where such report is not available, the Board of Management may request 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 relative to his/her disability or special needs and to profile the support services needed.
- 2.** Following receipt of the information the Board will assess how the school could meet the needs specified in the report. Where the Board deems that insufficient resources are available in the school, it will, prior to enrolment, request that the Special Education Needs Organiser provide the resources required to meet the needs of the child as is outlined in the psychological or medical 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 other.
  - Installation of ramps, wider doors etc.
- 3.** The school will meet with the parents of the child and the S.E.N.O to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary a full case conference involving all parties will be held which may include, parents, principal, class teacher, Learning Support teacher, resource teacher for special needs, S.E.N.O or psychologist as appropriate.

## **E Exceptional Circumstances**

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

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

## **Pupils transferring**

In the case of pupils resident in the area, pupils may transfer to St. James' National School at the beginning of term subject to School Policy, available space and in some cases the approval of the Department of Education and Science. In the case of children newly resident in the area, they may transfer at any time.

The Education Welfare Act (2000) contains some specific new provisions in relation to the transfer of pupils including a requirement that information concerning attendance and the child's educational progress should be communicated between schools.

## **G Code of Behaviour**

The School's Code of Behaviour is appended to this Enrolment Policy which parents sign and with which all partners in education comply.