

Barna NS Enrolment Policy

Barna N.S is a co-educational primary school under the patronage of the Catholic Bishop of Cashel and Emly. The school aims to promote the full harmonious development of all the pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

There are three full time teachers, including the principal, one shared resource teacher, and one shared learning support teacher, employed in the school. The school caters for the full range of classes from Junior Infants to sixth classes.

Children enrolled in Barna N.S are required to co-operate with and support the schools Code of Behaviour as well as other policies. Parents/ Guardians are responsible for ensuring that their child (ren) co-operate with these policies in an age appropriate way. A copy of the code of behaviour will be issued to all parents on enrolment.

Barna N.S operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers 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, and all relevant equality legislation. Barna N.S follows the curricular programmes laid down by the Department of Education and Science.

Application Procedure

An Open day will be held in the school between February - March inviting parents and their children to attend if they are interested in enrolling their child in Barna NS. On the Open day, class teacher and Principal will be available to inform parents about the school and its curriculum and facilities.

Enrolment Forms will be made available on the day and also to download on the school website, www.barnans.com.

From February, notice of Enrolment Open Day will be communicated to the school community through e.g. mass newsletters, parish notes, flyers to local feeder play schools, posters in local shops, parent letters and website.

Parents seeking to enrol their child (ren) in Barna N.S should return the completed enrolment application form by Easter.

In June, the new enrolled Junior Infants pupils and their parents will be invited to an "Introductory Day" in the school. Booklists, uniform details, code of behaviours and stay

safe parents booklet will be given out on this day along with any other relevant information.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/ accent, gender, traveller status, asylum seeker/ refugee status, religious/ political beliefs and values, family or social circumstances.

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of Barna N.S 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 interest of the children.

The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.

Decision Making

Decisions in relation to application for enrolment are made by the Board of Management. In principle, children will be enrolled on application provided that there is space available and the child has reached his/ her 4th Birthday though compulsory attendance does not apply until the child is six years of age.

To assist the school in such circumstances of overcrowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind department of Education and Science guidelines in relation to class size and staffing provision. Other factors that may be considered;

- Size of and available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational/behavioural needs

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, the following criteria will be used to prioritise children for enrolment;

1. Brothers and sisters (including stepsiblings, resident at the same address) of the children already enrolled with the priority going to the oldest.
2. Children living within the parish.
3. Children of current school staff.

4. Children's whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside of the parish/ agreed catchment areas.
5. In the event of being unable to enrol a child (ren) from categories 1, 2, 3, in a given class at the beginning of a year, or mid-year, such children will receive priority in order of 1, 2, and 3 for the subsequent school year over other children on the class waiting list.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and the school's enrolment policy.

Children with Special needs

Children with special needs enrolling in Barna N.S will be resourced in accordance with the level of resources provided by the department of Education of Skills to the Board of Management.

The Board of Management may request a copy of the child's medical and / or psychological report or request that the child be assessed 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 to have all resources and support 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 schools suitability for the child. If necessary a full case conference may be called including parents, class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and / or provision of resources by the Department of Education and Skills to meet the needs specified by the psychologist or medical report.

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 designed and resourced to specifically cater for the needs of children with special educational needs.

Pupils Transferring.

Pupils may transfer to the school at any time subject to

- ☑ Available space
- ☑ Available resources to meet specific needs of a child
- ☑ Report from previous school being made available, specifying
 - academic data
 - attendance
 - behaviour
- ☑ Other relevant information e.g. specific learning/emotional/physical needs.

The board may defer enrolment of such pupils if relevant information is not made available.

Appeals procedure

Parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It 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 Skills under section 29 of the education act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Review

This Policy will be reviewed in _____.

Ratification

This Policy was ratified by the school Board of Management on _____.

Signed: _____

Chairperson of the Board of Management