|  |
| --- |
| **ScoilNaomh Eoin,**  **Breachmhaigh,**  **Caisleán a’Bharraigh**  **Enrolment Policy** |

**Enrolment Policy of St John’sNationalSchool, Breaffy, Castlebar.**

Enrolment in a CatholicPrimarySchool-ie those pupils entitled to attend if the parent/guardians so wish. (The Catholic Ethos consists of the Doctrines, Practices and Traditions of the Catholic Church).

1. The Catholic children of the Breaffy area.
2. Children of staff in the School and children of past pupils.
3. The Catholic children outside Breaffy and any child of any faith or none who apply after that.

**Enrolment Policy Guidelines**:

Name of School: St John’sN.S. Address: Breaffy, Castlebar, Co Mayo

Telephone Number – 094 9024699 Email: [breaffynationalschool@eircom.net](mailto:breaffynationalschool@eircom.net)

Roll No: 13781F

**General Information**

Our school is a CatholicPrimary School under the Patronage of the Catholic Archbishop of Tuam. The School has a total teaching staff of ( 24 ) persons, as follows: ( 16 ) Class Teachers, (6 ) Resource Teachers, and an Administrative Principal. We also have ( 2 ) Classroom Assistants, a Secretary, Caretaker and Cleaner. **Our junior infant intake is limited by space to two junior infant classes andwill reflect the current staffing schedule of the D.E.S. The B.O.M clearly feels that our capacity will be maximized by two of each class maximized at 28 in Junior Infants.**

The School operates on the basis of grants and resources provided by the Department of Education and Science and within the regulations laid down by that Department. School Policy must have regard to the resources and funding available from that source.

The School follows the Curriculum programmes prescribed by the Department, which programmes are amended from time to time, in accordance with the Education Act 1998, Section 9 pg 13 and Section 30 pg 29.

Within the limits of the regulation and programmes as set out by the DES, the rights of the Patron as contained in the Education Act of 1998, and funding and resources available as stated the school supports the following principles: -

(a). Inclusiveness.

(b). Equality of access and participation in the School.

(c). Parental choice in relation to enrolment.

(d). Respect for the diversity of value, beliefs, traditions, languages and ways of life in society.

**DailySchool Timetable**

School opens for pupils at 9.00 am and closes at 2.40pm – Monday to Friday.

Junior & Senior Infants go home at 1.40pm.

Pupils are supervised during all class breaks during School hours.

The Annual Calendar, outlining School Holidays and mid-term breaks, sanctioned by

the School Board of Management is made available to Parents/Guardians each school year in September / October.

**Procedures**

**Application Procedure**

Parents seeking to enroll their child/children are requested to return a completed enrolment form (available from school) with a copy of their birth certificate and their child’s PPS number. See Education Act 1998 page 20, section 15 2(d).

Parents may enroll their child in advance by contacting the school principal directly.

**Provision of Key Information by Parent/Guardian**

A specific Enrolment Application Form, as stated above, is available from the Board of Management through the Principal Teacher and the following information is required.

a. Pupil’s full name, date of birth, address, a copy of either a Birth or Baptism certificate.

b. Names and addresses of Pupil’s parents or guardians.

c. Contact telephone numbers, in case of emergency e.g. – sickness.

d. Contact telephone numbers/ mobile numbers if available.

e. Details of any medical conditions of which the school should be made aware of.

f. Details of any legal orders of which the school should be aware of.

g. Religion.

h. Names of previous schools attended, if any and reason for transfer, if applicable.

i. Any other relevant information, including any other such information as may be required under the Education Welfare Act 2000, which came into effect in July 2002.

**Decision Making**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with School Policy.

As a general principle, and in so far as is practicable, having regard to the School’s Enrolment Policy, children will be enrolled on application, provided that there is space and that resources are available to cater for pupils with learning or behavioural needs. Our school is a two stream vertical school. While recognizing the rights of parents/guardians to enroll their child in the School of their choice, the Board of Management is also responsible for respecting the rights of the existing school community and in particular, the children already enrolled.

The Board of Management reserves the rights to decide if children with special educational / behavioural needs can be adequately catered for in the chosen school, bearing in mind: -

(a). The educational needs of the existing pupils

(b). If the needs of the pupil are over and above what the school can cater for.

(c). The Principal may seek the advice of the S.E.N.O in relation to enrolment applications for advice on resources.

The Board of Management will notify the parents/guardians of their decision either orally or in writing within 21 days of application for enrolment – Welfare Act 2000.

The Board of Management is bound by the DES rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

Rationale: The rights of all the pupils; the rights of the class teacher and the teaching staff in general; and the rights of the Special Needs child must be seriously considered by the Board of Management.

1. **Admission Date**

Junior Infants are admitted to the School on an induction day in June. Parents are given written notice of this day. Pupils may be enrolled at any time during the School year, if newly resident in the area.

**Transfer of Pupils from other Primary Schools**

In relation to pupil transfers applications are normally only considered where the following conditions are met.

1. The applicant’s presence is unlikely to adversely affect the education of the pupils already enrolled in the school.
2. The applicant has never seriously assaulted/ harassed/ bullied another pupil/staff member or considered a health and safety risk to his/her previous school(s).
3. The applicant has not previously in a serious manner hindered the education progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to a proper education.

Before completing the official application form all applicants from other primary schools must provide:

1. Reason for transfer
2. Report on attendance, punctuality and behavior in transferring school.
3. Furnish a letter from Principal of the transferring school to support the application.

**Enrolment of Children with Special Needs**

In relation to applications for the enrolment of children with Special Needs the Board of Management shall request a copy of the child’s medical and / or psychological report. Where such a report is not available the Board of Management shall request that the child be assessed immediately.

Following the receipt of the report, the Board of Management shall assess how the School could best meet the needs specified in the report. Where the Board of Management deems that further resources required, it will request the DES the DES to provide the resources required to meet the needs of the child as outlined in the psychological / medical report.

The school will meet the parents/guardians of the child to discuss the child’s needs and the School’s suitability or capacity in meeting those needs.

Reviewed and Ratified by Board of Management on

Signed \_Martin Greaney- Chairman \_\_SeoirseO’Mórain Principal.

Date: 05/05/15