

## **ENROLMENT POLICY**

This policy was ratified by the Board of Management of Letterfrack NS in March 2003 and was reviewed by staff in January 2014 and presented to the Board of Management in February 2014 and will be reviewed again in 2017.

### **Section A. General Information**

#### **General Introduction**

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters.

The principal teacher will be happy to clarify any further matters arising from the policy.

<b>School Name:</b>	Scoil Muire
<b>School Address:</b>	Letterfrack, Co. Galway
<b>Roll Number:</b>	13621G
<b>Telephone No:</b>	095 41034
<b>Email:</b>	<a href="mailto:letterfrackns@yahoo.ie">letterfrackns@yahoo.ie</a>
<b>Denominational Character:</b>	Catholic
<b>Name of Patron:</b>	Archbishop Michael Neary
<b>Range of Classes Taught:</b>	Junior Infants to 6 <sup>th</sup> Class

The school depends on the grants and teacher resources provided by the Department of Education and Science 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 Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

### **Enrolment Policy**

We operate an open 'door policy' to all children, obviously in the context of an 'open door' policy we prioritise the children in our own catchment area. Children with special needs/disabilities are all welcome provided adequate facilities and 'back up' services are provided by the D.E.S. and SENO

### **Enrolment of Children with Special Needs.**

In relation to 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 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.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological and/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, specialized equipment or furniture, transport services or other.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, school inspector, class teacher, learning support teacher, visiting teacher, special class teacher, resource teacher for special needs or psychologist etc., as appropriate.

### **It may be necessary for the Board of Management to defer enrolment of a particular child pending:**

- the receipt of an assessment report; and/or
- the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and/or medical report.
- Junior Infants are formally enrolled in September.
- The child must be 4 years old before the 1<sup>st</sup> of September.
- Junior Infants class teacher will meet with parents in June, for a pre-enrollment workshop.
- All parents will receive a special pre-enrollment pack, which will include the enrollment form.

### **Provision of Key Information by Parents**

Certain information will be required when children are being enrolled. Parents will be required to provide this information before a child can be enrolled in the school. This

information is specified in the schools enrolment form attached. Such information will include:

- Pupil's name, age and address:
- Names and addresses of pupil's parents/guardians:
- Contact telephone numbers:
- Contact telephone numbers in case of emergency:
- Details of any medical conditions which the school should be aware of;
- Details of special educational needs including assessments of these needs by psychologists, speech therapists, occupational therapist, medical specialists etc.
- Religion;
- Previous schools attended, if any, and reasons for transfer, if applicable; and
- Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000)).

### **General Enrolment:**

As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available.

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

### **Pupils Transferring**

Pupils may transfer to the school at any time, subject to school policy; available space and in some cases, the approval of the Department of Education and Science. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools (as per Education Welfare Act 2000). Pupils wishing to enroll at times other than on the enrolment day will be required to fill an Enrolment form.