

ADMISSIONS/ENROLMENT POLICY Glasheen Boys' School

This policy was last updated in October 2018, using the 'Enrolment Policy Review guidelines in CPSMA Board of Management Handbook 2012, p 196 -202 & The Admissions to School Act 2018.

School: Scoil Mhuire gan Smál (B), Glasheen B.N.S.

Roll No: 17993R

Address: Glasheen Boys N.S., School Avenue, Glasheen, Cork.

Contact : **Tel/Fax:** (021) 4544750. **Email:**office@glasheenboys.com
Website: www.glasheenboys.com

INTRODUCTION: This policy was originally formed in consultation with parents, staff & Board of Management. On each review, the Policy is on display in the school and on our school website, with contributions / submissions welcomed from all interested parties.

RATIONALE: The policy was devised to inform those considering applying for a place in Glasheen BNS and to determine how places are offered in the school.

AIMS: Glasheen Boys' School / Scoil Mhuire gan Smál (B) aims at promoting the full and harmonious development of all pupils - cognitively, intellectually, physically, culturally, morally and spiritually.

MISSION STATEMENT: Scoil Mhuire gan Smál (B), (Glasheen Boys' School) is a Catholic Primary School recognised by the Dept. of Education & Skills as a Boys' primary school under the patronage of the Catholic Bishop of Cork and Ross, Cork and Ross Offices, Redemption Road, Cork. Tel. (021) 4301717. We are a very inclusive school, with pupils of all faiths and none.

- The Policy can be read in conjunction with our other school policies, including our **Child Safeguarding Statement**, Anti-Bullying Policy, Special Education Needs Policy, Code of Behaviour and Health & Safety.
- The school is a boys only school where the full range of classes is taught, from Junior Infants to Sixth class, **including a Junior ASD Class which opened in autumn 2018**. It is an **inclusive school and caters for children of all abilities**.

- There are **31** full-time teachers, including the Principal, **17** Class Teachers, **1 ASD Class Teacher**, **9** Resource/Learning Support Teachers, **2** Language Support Teachers and 1 Home School Community Liaison teacher (shared).
- **9 x full-time, 3 x infant day and 1 x 0.5 Inclusion Support Assistants** (Formerly Special Needs Assistants) are assigned to the school by the Department of Education & Skills, to enable the inclusion of certain children with special educational needs.

Scoil Mhuire gan Smál (B) (Glasheen B.N.S.) operates under the Rules for National Schools and Departmental Circulars and is funded by grants. The Staff is resourced by the Department of Education & 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), Children First – National Guidelines for The Protection of Children (2011), equality law and all other relevant legislation. Our Primary School follows the curricular programmes laid down by the Department of Education & Skills, Ireland.

THE ADMISSIONS POLICY

The Admissions Policy has been formulated in accordance with the provisions of the Education Act 1998 in order to assist Parents in relation to enrolment matters. The Principal, Mr. Michael Daly, will be happy to clarify any further matters arising from the policy.

APPLICATION PROCEDURE

Application forms are available in the school office or can be sent by email or post, on request. Parents wishing to apply for a place, in advance, can initially send in an application form to the school, in person, by post or by email. The principal is always happy to arrange an appointment for those wishing to visit the school and to answer any questions prospective parents may have. Contacts by telephone and email are also welcome. Applications can be accepted up to 5 years in advance of starting school. Details will be kept on file.

Parents of children who have applied for places in Junior Infants will be contacted in **November**, of the school year immediately before their son is due to start in Junior Infants. First round offers will be made at this time. All pupils who have already been offered places are invited to an Open Day in school in May. (**We hold an Open Evening in mid-October, of each year**).

1. Children will be enrolled provided that there is space available.
2. Junior Infants are enrolled in late August / early September, provided the child has reached his 4th. Birthday. **Normally, Junior Infants will NOT be enrolled during the school year, unless transferring from another school. This is for educational reasons, as the curriculum is progressive and it is necessary for the child to complete a full year.**

3. **In the case of oversubscription for places**, decisions in relation to application for enrolment are made by the Board of Management.
4. Parents will be informed of acceptance of the child to the school, as soon as possible. In the case of an application for an immediate place, the Board of Management will make a decision within 21 days of receipt of a completed application. Where the Board reasonably requires further information, the application will not be deemed complete until all requested information has been received.
5. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.
6. 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.

Children enrolled in Scoil Mhuire gan Smál (B) Primary School, are required to co-operate with and support the school's **Code of Behaviour**, as well as all 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 is available on school notice boards, on our school website or on request, from the school office. Each parent will be requested to sign an undertaking to uphold the school **Code of Behaviour (Appendix 1)**. Parents are also asked to inform the school of any medical, behaviour, speech, language or other concern, at the time of application, so that any necessary supports can be put in place for the child, as soon as possible. A **General Permission Slip** is also given to parents to sign (**Appendix 2**).

OVERCROWDING:

In the event of the number of children seeking enrolment exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

1. Brothers of children already enrolled (including stepsiblings, resident at the same address).
2. Children of current school staff.
3. All children who live within the area.
4. Children who apply to the school not resident in the area.
5. In the event of being unable to enrol children in any year, the child's name will be placed on the waiting list in accordance with the criteria, as above.
6. On a given year, when demand for places in Junior Infants far

exceeds supply, the Board may decide to specify that all pupils must be four years old by a certain date earlier than September (eg. 1st May, 1st July).

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 school's enrolment policy.

DECISION MAKING

The Board of Management determines the maximum number of children in the school based on the Department of Education's recommended enrolment at the time.

CHILDREN WITH SPECIAL NEEDS

Children with special educational needs are very welcome to enrol in the school and every effort will be made to provide them with an appropriate education, as well as to include them in every aspect of school life. The child enrolling in Scoil Mhuire gan Smál (B), Glasheen B.N.S. will be resourced in accordance with the level of resources provided by the Department of Education & Skills, to the Board of Management.

The Board of Management may request copies of relevant medical or psychological reports or request that the child be assessed immediately in order to best 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 supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistant access, specialised equipment or furniture, transport services etc.

The school will meet the parents of the child to discuss the school's suitability for the child. If considered necessary, a full case conference may be called which will include parents, class teacher, learning support teacher, resource teacher, psychologist, S.E.N.O. or social workers, as appropriate.

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 & Skills, 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, to himself or to school property. (See Appeals Procedure below).

CHILDREN OF OTHER FAITHS OR NO FAITH

Bearing in mind the Catholic ethos of the school, every effort will be made to ensure the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, **where request is made in writing**, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as possible, in consultation with and with the full co-operation/support of parents, suitable alternative arrangements may be made in order to facilitate this.

It will **not be possible, however, to provide religious instruction in other faiths**. Following consultation between parents and teachers, the vast majority of pupils remain in their own classrooms. Children who do not actively partake in the religion class will be accommodated within the class.

APPEALS PROCEDURE

In line with Section 29 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 & Skills 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.

PUPIL TRANSFER

Pupils may transfer to the school at any time but subject to the school's enrolment / admissions policy and available space in the particular class, at the time.

REVIEW The policy will be further reviewed by the Board of Management, once further sections of The Admissions to Schools Act 2018 are enacted. Submissions / suggestions are welcome for consideration by the Board, from all interested parties.

Signed: *Máire Calnan* (Last Updated October 2018)
(Chairperson Board of Management)

APPENDIX 1:

I AGREE TO UPHOLD THE CODE OF BEHAVIOUR OF GLASHEEN BOYS' SCHOOL

SIGNED: _____

DATE: _____

APPENDIX 2: **GLASHEEN BOYS' SCHOOL PARENTAL PERMISSION FORM**

EACH YEAR, WE ASK YOUR PERMISSION FOR YOUR SON TO PARTICIPATE IN CERTAIN ACTIVITIES. WE INCLUDE AS MANY PERMISSIONS AS POSSIBLE ON ONE SHEET, **TO CUT DOWN ON UNNECESSARY PAPERWORK**. PLEASE READ EACH OF THE ITEMS BELOW & TICK THE RELEVANT BOX. IF YOU HAVE ANY CONCERNS REGARDING ANY OF THE ITEMS PLEASE CONTACT THE CLASS TEACHER OR PRINCIPAL. AS ALWAYS, YOU WILL BE NOTIFIED OF OCCASIONS SUCH AS SCHOOL TOURS.

I HEREBY GIVE PERMISSION FOR MY SON, AS FOLLOWS:	YES	NO
TO GO ON SCHOOL TOURS, LOCAL EDUCATIONAL VISITS/FIELD TRIPS & PARTICIPATE IN SCHOOL ACTIVITIES, E.G. MATCHES, SPORTS/TEAM TRAINING, QUIZZES, CHOIR ETC. (THE LEVEL OF SUPERVISION IS ALWAYS INCREASED FOR SUCH OUTINGS).		
ON OCCASIONS SUCH AS QUIZ COMPETITIONS, MATCHES, COMMUNION, CONFIRMATION AND OTHER SCHOOL EVENTS, GROUP PHOTOS OF CHILDREN ARE SOMETIMES TAKEN AND IN SOME INSTANCES CHILDREN MAY BE NAMED. DO YOU AGREE TO THE SCHOOL USING YOUR CHILD'S IMAGE IN THIS WAY, SHOULD THE OCCASION ARISE? (PLEASE REMEMBER THAT REMOVING A CHILD FROM A PHOTO OF THE REST OF THE CLASS CAN BE QUITE UPSETTING FOR THE CHILD).		
CAN WE USE YOUR CHILD'S NAME WHEN PUBLICISING SCHOOL EVENTS?		
INDIVIDUAL OR GROUPS PHOTOS APPEARING ON OUR WEBSITE TO ACKNOWLEDGE THE ACHIEVEMENTS & ACTIVITIES OF OUR BOYS. ONLY YOUR CHILD'S FIRST NAME WOULD BE USED, IF AT ALL.		
YOUR CHILD BEING TAKEN TO HOSPITAL IN THE CASE OF EMERGENCY, IF YOU CANNOT BE CONTACTED.		
YOUR CHILD'S UNIFORM (ONLY IN THE CASE OF VERY YOUNG CHILDREN) BEING CHANGED BY A TEACHER, IN THE PRESENCE OF ANOTHER ADULT, IN THE EVENT OF ILLNESS OR TOILET ACCIDENT.		
ON OCCASION, WE ADMINISTER 'DIAGNOSTIC' TESTS (EG. NEALE ANALYSIS, MIST, BELFIELD INFANT SCREENING) TO DISCOVER THE EDUCATIONAL PROGRESS OF PUPILS & IDENTIFY AREAS OF PARTICULAR STRENGTH OR DIFFICULTY. SHOULD ANY CONCERNS ARISE FOLLOWING THESE TESTS, WE WILL CONTACT YOU. DO YOU AGREE TO THIS?		
OCCASIONAL VISITS TO THE CHURCH WILL BE NECESSARY TO PREPARE FOR COMMUNION, CONFIRMATION OR OTHER CEREMONIES. INCREASED SUPERVISION IS PROVIDED FOR SUCH EVENTS, SO WE ARE REQUESTING YOUR PERMISSION FOR SUCH VISITS, IF/WHEN APPROPRIATE.		
TO ENSURE SAFE USE OF THE INTERNET IN SCHOOL, WE ASK THAT YOU AGREE TO THE SCHOOL'S ACCEPTABLE USE POLICY (AVAILABLE IN POLICY SECTION OF OUR SCHOOL WEBSITE & OUR SCHOOL OFFICE)		

NAME OF CHILD _____ **PRESENT CLASS** _____

SIGNATURE OF PARENT/GUARDIAN _____ **DATE** _____