

Title

Enrolment Policy

Introductory Statement

St. John's National School is a co-educational primary school under the auspices of the diocese of Achonry. We strive to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of our pupils are identified and addressed. While St. John's is a school with a Catholic ethos, it recognises all religions and none.

At present, St. John's is a 13 teacher school with nine mainstream classes. We have three Education Support Teachers and an administrative principal.

Rationale

We hope that this policy will communicate and clarify the procedures for enrolment of pupils to our school.

Content of the Policy

1. All applications for enrolment are subject to the approval of the Board of Management. Parents will be informed by letter by the Board of Management if their application was successful or otherwise.
2. A child is not allowed to attend or be enrolled in the school before the 4th Anniversary of his/her birth (Rule 64.1). The school does not accept children to Junior Infants after the 1st September in a given year except in exceptional circumstances.
3. Parents seeking to enrol their child(ren) in St. John's National School are requested to return a fully completed Enrolment Application Form (available from the school secretary's office) with an original Birth/Adoption Certificate and a Baptismal Certificate (if applicable) along with any relevant medical reports during the month of February.
4. Following application through the means articulated, a waiting list is devised.

5. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, immigrant status, religious/political beliefs and values, family or social circumstances.
6. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. John's National School has responsibility to also 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 all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate classroom, remaining cognisant of,
 - Size of/available space in each classroom
 - Educational needs of the children of a particular age
 - Department of Education and Skills maximum class average directives
7. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the Board of Management being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment.
 - a) Children living within the parish; priority to the oldest
 - b) Brothers and sisters (including step-siblings, resident at the same address) of children already enrolled
 - c) Children of past pupils
 - d) Children of the staff in the school
 - e) Children whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map) if the child is normally resident outside the parish/agreed catchment area.
 - In the event of being unable to enrol a child(ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such

children will receive priority (in order a, b, c) for the subsequent year over the other children on the class waiting list.

8. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools and subject to our own school's Enrolment Policy. Only pupils newly resident in the area are accepted during term time. Other pupils, transferring from another primary school who have had their Enrolment Application accepted by the Board of Management can only start class at the beginning of a quarter, i.e. 1st October, 1st January and 1st April. Any relevant reports from previous school or outside agency(ies) should be presented with the enrolment application.
9. In relation to applications for the enrolment of children with special educational needs, the Board of Management will request a copy of any medical and/or psychological report; and where such a report is not available, the Board of Management will request that the child get the relevant assessment. This is to assist the school in establishing the nature of the needs of the child.
10. Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as other policies on curriculum, organisation and management. The Board of Management places responsibility on Parents/Guardians for ensuring that their child(ren) co-operate with said rules in an age-appropriate way. In accordance with the Department of Education and Skills rules for National School, a child may be suspended. These policies may be added to and revised from time-to-time. Parents are asked to sign the Code of Behaviour at enrolment.
11. Parents who wish to apply for a first time enrolment (incoming Junior Infants) will be invited to visit the school and apply for enrolment during the month of February each year. Successful applicants will be notified in writing and will be requested to accept/reject the enrolment.

Parents of children who were successful in their application for Enrolment will be requested to inform the school by telephone or in writing that they accept/decline the offer no later than 31st May. If there were any unsuccessful applications, their names will be placed on a waiting list (oldest first) and should a place become available it will be offered to the child on the top of that list.

Incoming Junior Infants will be invited to spend an afternoon in school in June to familiarise themselves with the school environment.

Timeframe for Implementation

This reviewed policy was ratified by the Board of Management of St. John's National School on 22nd January 2015 and is effective from that date.

It is available to view on our website: www.stjohnsballisodare.com or by request: contact school secretary.