

**MAINSTREAM ENROLMENT POLICY
SCOIL CHAISTRIONA JUNIOR, RENMORE, GALWAY.**

A. GENERAL INFORMATION

Scoil Chaitriona Junior Renmore, Galway is a Catholic co-educational primary school under the Patronage of the Catholic Bishop of Galway, Bishop Martin Drennan.

Scoil Chaitriona Junior has a total teaching staff of 31 teachers. This includes 18 class teachers, 7 learning support/resource teachers, 4 special class teachers, 2 full time language support teachers and an administrative principal. The special classes cater for children with specific speech and language disorder and general learning difficulties and profoundly deaf children.

Scoil Chaitriona Junior is a co-educational junior school, catering for children from Junior Infants – 2nd class. Children with special needs are taught in the special classes, as described above.

Scoil Chaitriona Junior depends on the grants and resources provided by the Department of Education and Skills and operates within the regulations laid down by the Department. School policy must have regard to the resources and funding available.

Scoil Chaitriona Junior follows the Curricular Programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

Within the context and parameters of D.E.S. regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available, the school supports the principles of:

- (a) inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs;
- (b) equality of access and participation in the school;
- (c) parental choice in relation to enrolment;
- (d) respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

TIMETABLE

Scoil Chaitriona Junior opens for pupils at 8.40 and closes at 14.30. Classes begin at 8.50 a.m. The annual school calendar, outlining school holidays, is made available to parents each year in the month of September.

B. THE PROCEDURES

1. Provision of key information by parents:

A Specific enrolment application form will be provided by the Board of Management, and the following information will be sought:

- Pupil's name, address, date of birth.
- Pupil's PPS number (for SEN Applicants when required)
- Names and addresses of pupil's parents/guardians.
- Contact telephone numbers, in case of emergency.
- Details of any medical conditions of which the school should be aware.
- Details of any legal orders of which the school should be aware.
- Details of any assessments done to date e.g. Speech Therapy, Psychology, Occupational Therapy etc.
- Religion.
- Previous schools attended and reason for transfer.
- Any other relevant information, including any such information as may be prescribed under the Education Welfare Act, 2000.

2. Decision Making:

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 there is space available.

Decisions in relation to applications for enrolment are made by the Board of Management of Scoil Chaitriona Junior, in accordance with school policy. Applications for enrolment should be lodged prior to June 1st and will be replied to by June 21st of the year of enrolment.

Enrolments will be taken for the 30th of September each year until classes are full in seniority of age.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Chaitriona Junior is also responsible for respecting 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 are taken in the best interests 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, bearing in mind:

- a) Size of, and available space in, classrooms.
- b) The educational needs of children of a particular age.
- c) Multi-grade classrooms.
- d) Presence of children with special educational/behavioural needs.
- e) D.E.S. maximum class average directive which currently determine a maximum average of 20 children per class.

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, before the start of or during the school year, and the B.O.M. being unable to provide suitable accommodation, or recruit the required teaching staff, the following criteria will be used to prioritise children for enrolment.

- Sisters and brothers of children already enrolled in Scoil Chaitriona Junior, giving priority to the oldest. This will include step sisters, step brothers living at the same address.
- Children living within Renmore parish, giving priority to the oldest.
- Children of current school staff, giving priority to the oldest.
- Children whose home address is closest to the school, as measured by a straight line on an O.S. map, if the child is normally resident outside the Renmore Parish boundary.
- Priority will be given to children whose 4th birthday falls prior to June 30th of year of enrolment in Junior Infants.
- Pupils may be enrolled at any time during the school year, if newly resident in the area provided there is space available.
- Pupils wishing to transfer from other schools are enrolled subject to the rules governing National Schools, as well as our own School Enrolment Policy and local agreements with other schools.
- Children may transfer from another school up to and including 30th September. Only children who have moved into the area from another county / country may be considered for enrolment in the middle of term, in order to minimise disruption for children already in class.

3. Enrolment of children with special needs.

In relation to application for the enrolment of children with special needs, the Board of Management requires, together with the completed enrolment form, a copy of the child's Medical Report and/or recent Psychological Report. Where such a report is not available, parents will be requested 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 B.O.M. will assess how the school can meet the needs specified in the report. Where the board deems that further resources are required it will, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological report. These resources may include access to, or the provision of, any or a combination of the following:

- a) Visiting teacher service.
- b) Resource Teacher for special needs.
- c) Special Needs Assistant.
- d) Specialised furniture.
- e) Transport services.

The school will then meet with the parents of the child to discuss the child's needs and the school's suitability and/or capability in meeting those needs. If necessary, a full case conference may be held to include parents, school principal, class teacher, learning support teacher, resource teacher for special needs and psychologist, as appropriate.

4. Enrolment into Special Classes:

Scoil Chaitriona Junior has a policy on each special class: Speech & Language Classes; Class for the deaf; Moderate general Learning Disability.

5. Code of Behaviour:

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 all other policies on curriculum, organisation and management. The B.O.M. places Parents/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

SIGNED:

Mr. Malachy Thompson,
Chairman Junior Board of Management.

DATE: _____