

THE HAROLD SCHOOL GLASTHULE

ENROLMENT POLICY

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For ease of reference this document is divided into two main sections:

Section 1: General Information

Section 2: Admissions Process

It is important, however, that parents of intending applicants read the document in its' entirety.

Section 1

Introductory Statement

The Board of Management (BOM) of The Harold School has set out this Enrolment Policy in accordance with the provisions of the Education Act 1998/Education Welfare Act 2000, the EPSEN Act 2004, the Equal Status Acts 2000-2011 and the Rules for National Schools. The Board trusts that this policy will assist parents in relation to enrolment matters.

This Policy was originally ratified by the Board of Management on 15th September, 2014 and was approved by the Patron in September 2014, and was revised in September 2015 and October 2016. This Policy will govern enrolments for school year 2017/2018 and beyond.

Rationale

It is intended that this Policy will give clarity regarding enrolment procedures at the Harold School. It will also set out clearly the prioritisation process that comes into play when the demand for places exceeds the number of places available.

Mission Statement

The Harold School is a co-educational Catholic primary school, under the patronage of Archbishop of Dublin. However, children of different faiths and none, attend, and their

outlook is respected. We strive to provide a harmonious, secure and caring environment in which the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and nurtured.

The Catholic ethos of our school is inclusive and all pupils are equally welcome. A spirit of mutual respect is promoted within the school. It is our endeavour to enhance the self-esteem of all in the school community and to imbue in the pupils a sense of respect and responsibility for themselves, others, the school, the local community and the environment.

We encourage the pursuit of excellence in all aspects of the curriculum and in the personal development of the children.

We welcome and encourage parents as partners in our school and we aim to foster a sense of community between management, teachers, parents and pupils.

The Harold School strives to promote both individually and collectively the personal and professional development of staff within a collaborative and collegial setting.

General Overview

The Harold School is a mixed co-educational school, catering for boys and girls from Junior Infants to Sixth Class. In addition to the Principal and the Deputy Principal there are currently twenty five class teachers and nine Learning Support/Resource Teachers.

The school operates under the rules for National Schools as applied by the Department of Education and Skills. In the main, the school is funded by grants from the Department. Members of staff are paid from money provided by the Department. The school is subject to the Education Act 1998, The Education Welfare Act 2000, the Education for Persons with Special Education Needs Act 2004 and all other relevant legislation. The school follows the curricular programmes prescribed by the Department. In its range of activities, including Enrolment, the school must take account of available resources.

Access

Equality of access is the key principle underpinning the Enrolment Policy of our school. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of The Harold School is also responsible to 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. The Board of Management of The Harold School reserves the right to formulate the school's Enrolment Policy. The BOM takes into the account the following:

- (a) Department of Education and Skills guidelines regarding maximum class size
- (b) size of / available space in classrooms
- (c) educational needs of children within a class
- (d) presence of children with special educational/behavioural needs

Enrolment of Children with Special Needs

On receipt of an application for the enrolment of a child with special needs, the BOM shall request a copy of all reports relevant to the applicant's special needs. Where the relevant reports are not available, the Board shall request that the child is assessed immediately. The purpose of this is to assist the school in establishing the educational and resource needs of a child relevant to his/her disability and/or special needs, and to profile the support services required.

Upon receipt of the report/s the Board will assess how the school can seek to 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 Skills, through the Special Educational Needs Organiser (SENO) to provide the resources required to meet the needs of the child as outlined in the psychological medical or other 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
- specialised equipment or furniture
- transport services or other

The school will meet with the parents/guardians of the child to discuss the child's needs. If necessary, a full case-conference involving all parties will be held, which may include parents/guardians, principal, class teacher, learning support teacher, resource teacher for pupils with special needs, psychologist, speech and language therapist, or other specialist as appropriate.

Please note it may take some time for National Council for Special Education (NCSE) and/or the Department of Education and Skills (DES) to process applications for additional supports for children with special educational needs. In recent years there has been a cut-off date for receipt of applications for such supports – many months in advance of the start of the school year. Parents are strongly advised to inform the school as early as possible regarding children with special educational needs and to discuss their particular situation well in advance of the date of anticipated enrolment.

Parents are required to bring to the attention of the Principal any material change in the needs of a child which may be relevant to their life in the school. The suitability of the school for a child with special needs will be monitored and reviewed periodically.

Code of Behaviour

Children enrolled in the school must comply with the school's Code of Behaviour. The Board places the responsibility on parents to ensure that their child co-operates with this Code. The Code is set out in a separate booklet which is issued to parents and guardians when an offer of a place in the school is made. The Board requires parents to sign that they accept the Code of Behaviour. Breaches of the Code of Behaviour may lead to suspension or expulsion in line with NEWB (National Education Welfare Board) Guidelines.

Implementation of the Policy

Decisions in relation to applications for enrolment are made by the Board of Management of the school. The Board reserves the right to review its decision to offer a place to a student where it is established to the satisfaction of the Board that:

- Information submitted on behalf of the applicant with their application is incorrect or misleading in any material respect
- Information that is material to the decision of the school in determining whether or not to accept an application has been omitted or otherwise withheld

Section 2

Admissions Process to Junior Infants

When this Policy refers to "Parent(s)" or "you" or "your" the policy is referring, where applicable, to legal guardians as well.

Children must be 4 years old before 1st June in year of entry.

The Board of Management has adopted, and the Patron has approved, the categories set out in this section. The Board will use these categories in determining how places are to be allocated when the number of applications for enrolment in Junior Infants exceed availability. If there are more qualifying applicants in a category than available places, then the Board shall make offers on the basis of the age of the applicant, with the oldest applicant getting the first offer, second oldest getting the second offer and so on. Applicants in Category 1 get first priority, those in Category 2 get second priority and so on. In allocating places, priority to eldest within a category will be a guiding principle.

Category No.	Description
1	<ul style="list-style-type: none">a. Applicants from the previous year who were offered a place and who deferred that offer and who have reapplied for a place in Junior Infants in the year of enrolment.b. Siblings and step siblings (step siblings must be residing at the same address as siblings) of children currently pupils in the school and Catholic children living in the parish of St. Joseph's, Glashule (as defined by parish boundaries.)
2	Catholic children living outside the parish who do not have a Catholic school in their own parish.
3	Other children resident in the parish of St. Joseph's, Glashule.
4	Children of staff, working in the school at time of application.
5	All other applicants who do not fall into the above categories will be considered if there are vacancies in Junior Infants after groups 1 – 4 have been allocated places.

Equality of access is the key value that determines the enrolment of children to our school. No child within the above categories is refused admission for reasons of ethnicity, special educational needs, disability, language, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

Parents/Guardians seeking to enrol their children are required to complete an Application Form, available from the office. The completed Application Form (with relevant accompanying documentation may only be submitted to the school in the **year prior to entry**, during the period starting 14th November, 2016 and ending at 2.30pm on 2nd December, 2016.

Application forms will not be processed until the expiry of the closing date.

If your application is late, incomplete or your documentation is inadequate by 2.30pm on 2nd December 2016 then your application will not be considered until the Junior Infant September Enrolment Process has finished. The Board is under no obligation to tell you that your form is out of time, that your form is incomplete or that your documentation is inadequate.

If you, as parent/guardian omit any information from the Application Form or any documentation which should accompany the Application Form, then that is your responsibility. The Board is entitled to consider the Application on the basis of the information provided and is under no duty to seek clarification or further or better documentation.

Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a child shall not be entitled to a place in the school, and the Board may cancel an offer already accepted even if the child would qualify on the basis of the criteria for enrolment.

After the closing date for applications has passed, parents/guardians of any new prospective applicants, e.g. families who have just moved to the parish, should complete an Application Form. These applications will be placed at the end of the entire list for Categories 1 and 2.

A Pre-Enrolment form will be issued to all parents of children applying for Application forms for future years. **Please note that the school's acceptance of Pre-Enrolment/Application Form does not guarantee a place.**

The onus is on the parents/guardians of the applicant to ensure that the school is made aware, in writing, of any change of address or change of application details that may affect status of the application.

The Board of Management will prioritise applications as per priority ranking detailed above.

The Application Form must be completed and a copy of a State Birth Certificate (with a certified translation if the language of the certificate is not Irish or English).

If you wish your child to be considered as being a Roman Catholic, then you must include a copy of Roman Catholic Baptismal Certificate (with a certified translation if the language of the certificate is not Irish or English .)

If you wish your child to be considered as being a resident of St. Joseph's, Glasthule parish you must submit with the completed application form a copy of two proofs of residential address dated within the previous two months.

By making the application, you give permission to (without obliging) the Board to verify the information provided and to seek clarification and further and better documentation.

The Board endeavours to make the first round of offers during **January 2017**. As well as deciding on those to whom offers are to be made, the Board shall also compile a list of those who have been unsuccessful at time of first round offers. Waiting list will be based on criteria on page No.4, priority to eldest will be the guiding principle. Subsequent offers of places will take place as vacancies arise, for example through offers being rejected or offers not being properly accepted. Offers shall be made on the basis of applicants' places on a list.

The Board reserves the right to refuse to enrol a pupil where the Board is satisfied that the pupil's enrolment could pose an unacceptable risk to the safety, welfare or education of any other pupil or to any member of staff of the school or to school property.

Offers made by the Board of Management will be contingent on the school receiving a signed and completed Acceptance Form that will accompany the offer. It may be that some supporting documentation may be required. A specified timeframe (normally two weeks from the date on which the offer is made) and will be communicated in letter of offer of a place in Junior Infants. Where offers of places are not formally accepted within the timeframe stipulated, those places will be deemed to be withdrawn – this is essential in the interest of other applicants who may be wait-listed for a place.

Timeframe for Application Process

Acceptance of completed Application forms	14th November, 2016 - 2nd December, 2016
Offers of Places	Issued by 13th January, 2017
Acceptances to be returned	Within two weeks of receipt of offer – date will be in offer letter

Students applying for a place who are currently attending another school

While wishing to facilitate pupils to change school, provision of a place in school is conditional on the following:

- There being a vacancy in the class/standard in which the pupil would be most appropriately placed

- The DES requirements for the transfer of a pupil from one school to another are fully complied with
- A recent school report
- Recent assessments where relevant
- The school is satisfied with the reasons for transfer. Information will be requested from the pupil's current/former school in this regard
- Information/documentation on any special educational or behavioural needs is provided by the child's parents/guardians at the time of application for a place in the school
- The school is satisfied that the move is in the best interest of the pupil, i.e. that the school is capable of providing the pupil's special needs requirements
- Applications to enrol during the course of the school year must be approved by the BOM.

Appeal

Section 29 of The Education Act 1998 provides for a right of appeal against a decision to refuse enrolment. Before making an Appeal under Section 29 parents are encouraged to discuss their position with the Board of Management.

An appeal may be made to the Secretary General of the Department of Education and Skills in respect of a decision by a Board of Management or a person acting on behalf of a Board of Management to refuse to enrol a child in the school. Completed Section 29 Appeals form and letter confirming Board of Management decision should be sent to: Section 29 Appeals Administration Unit, Friar's Mill Road, Mullingar, Co. Westmeath. The appeal must be submitted within 42 days from the date the decision of the Board of Management was notified to the appellant. Further details are available at www.education.ie.

This Policy was reviewed and amendments made in December 2010.

This Policy was reviewed and amendments made in September 2013.

This Policy was reviewed and amendments made in June 2014.

This Policy was reviewed and amendments made in September 2015.

This Policy was reviewed and amendments made in October 2016.

Implementation

This policy will be implemented from September 2014. It will be reviewed regularly, in line with DES guidelines and in the light of experience. A full review of this Policy will occur before or during the school year 2017/2018.

Signed: _____

Date: 26/10/2016

Signed: W. Sheehan

Date: 26/10/2016