

Enrolment Procedures

Application Procedure

The Board of Management requests that parents/guardians who wish to register their children for Junior Infants contact the school for appropriate forms. The enrolment process is carried out in the third term of the school year. All children previously registered to start school in the September of that year are contacted by post to confirm eligibility. Enrolment will be strictly determined by the School Admission Policy, and places will be confirmed by post. Notice of application will be generated through various channels, including, newspaper, church, playgroup and the school.

Provision of Key Information by Parents/Guardians

Certain information will be required when children are being enrolled.

- Pupil's name, address and date of birth;
- Names and addresses of pupil's parents/guardians;
- Contact telephone numbers;
- Contact telephone numbers in case of emergency;
- Details of any medical conditions/special needs which the school should be aware of;
- 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)).

Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. 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.

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 the children.

The Board is bound by the Department of Education and Science's *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 and upwards, though compulsory attendance does not apply until the age of 6 years.

Enrolment

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision – making process will apply:

The Board will exercise its discretion in the application of the following criteria:

- Applicants not previously in a Primary School
The Board shall admit, as a priority, in descending order of age and as accommodation and availability of teachers permit, applicants who
 - have not been previously enrolled in a national or primary school, and are resident in our catchment area in the Raheen Parish.
 - Who already have brothers/sisters attending the school here.
 - Are children of teachers permanently employed in Raheen N.S.
 - Are becoming residents in our catchment area.
 - Others, on a first come first served basis.

Applicants transferring from another school

Pupils may transfer to the school at any time, subject to school policy, available space, and in some cases, with the approval of the Department of Education and Science. It is the requirement of the Board of Management that information regarding attendance and the child's educational progress be communicated between the schools as per the Education Welfare Act (2000).

The Board of Management of Raheen N.S. shall, subject to the rules for National Schools and the relevant circulars of the Department of Education and Science, admit to school any applicant who

- has previously been enrolled in an other national or primary school and who is applying for admission to Raheen N.S. on change of residence into our catchment area in Raheen Parish.
- Is the child of a teacher permantly employed in Raheen N.S.

Enrolment of Children with Special Needs

In relation to applications 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 will 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.

Health

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, visiting teacher service, special needs assistant, resource teacher for special needs, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians 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/guardians, principal, class teacher, learning support teacher, resource teacher for special needs or psychologist, 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 Ed. and Science to meet the needs specified in the psychological and/or medical report.

Right of Appeal

Under section 28 (1) (a) of the Education Act (1998), a parent/guardian may appeal a decision not to enrol a child in school. This appeal should be made in writing to the Board of Management, through the Chairperson, within a reasonable time, normally two weeks, of the decision being made.

