

ENROLMENT POLICY

Presentation Primary School

1. Parents seeking to enrol their child/children in the Presentation Primary National School are requested to return a completed Enrolment Application form to the school.
2. 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 education needs, disability, language/accent, gender traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.
3. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Presentation National School is also responsible for ensuring that the rights of the existing school community are respected, 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 the 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 the following:
 - ❖ Size of available space in the classroom;
 - ❖ Educational needs of children of a particular age;
 - ❖ Multi-grade classes;
 - ❖ Presence of children with special educational/behavioural needs;
 - ❖ DES maximum class average directives (Currently a maximum average of 28 children per class)
4. In the event of the number of children seeking enrolment in any given class exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:
 - a) Sister (including step-siblings, resident at the same address) of children already enrolled - priority to the oldest.
 - b) Children living within the parish - priority to the oldest.

- c) Children whose home address is closest to the school if the child is normally resident outside the parish/agreed catchment area.
 - d) In the event of being unable to enrol a child/children from categories **a** or **b** in a given class at the beginning of the school year, or mid-year, such children will receive priority (in order of a, b) for the subsequent school year over other children on the class waiting list.
5. There is a Registration Day during the Spring Term each year/or as decided by the BOM.
 6. Other pupils are enrolled during the school year (if newly resident in the area) or circumstances within the school dictate.
 7. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National School, as well as our own school enrolment policy and local agreement with other schools.
 8. In relation to applications for the enrolment of children with special needs it is open to the Board of Management to request a copy of the child's medical and/or psychological report. Where such a report is not available, to request 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 her disability or special needs and profile the support services required.

Following receipt of the report, the board should assess how the school could meet the needs specified in the report. Where the board deems that further resources are required, it should, 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 or medical report. These resources may include for example, access to or 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 should meet with the parent of the child to discuss the child's needs and the schools suitability or capability in meeting those needs. If necessary a full-case conference involving all parties should be held, which may include parents,

principal, class teacher, resource teacher, learning support teacher or psychologist, as appropriate. It may be necessary for Boards of Management to decide to defer registering of a particular child, pending:

- a) The receipt of an assessment report; and/or
 - b) The provision of appropriate resources by Department of Education and Science to meet the needs specified in the psychological and/or medical report.
9. Children with special needs will be resourced in accordance with the level of a resources specifically provided by the D.E.S. to the BOM. In the event of a Parent/Guardian seeking admission for a child with specific needs - requiring structured, high support programmes which are beyond the scope of the school-the Board of Management having examined the situation can refuse admission.
10. Children enrolled in our school are required to co-operate with and support the Code of Discipline (copy circulated to all parents) as well as other policies on curriculum, organisation and management. The Board of Management places parents/guardians responsible for ensuring that their child/children co-operate with said policies in an age-appropriate way.

Reviewed January 2016