



*Scoil Náisiúnta an Easpaig Ó Gealbháin*

*Bishop Galvin National School*

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## **Enrolment Policy**

### **General**

The enrolment policy of Bishop Galvin National School is written in accordance with the provisions of the Education Act 1998. Its aim is to assist parents in relation to enrolment matters and furthermore the Chairperson of the Board and the Principal will be happy to clarify any matters arising from the policy.

Bishop Galvin National School is a senior primary co-educational Catholic school serving the parish of St. Jude the Apostle, Willington, Templeogue. It operates under the patronage of the Catholic Archbishop of Dublin.

The school at present has 22 teachers, including an Administrative Principal. There are 16 mainstream teachers and 5 Learning Support teachers. It is a mixed senior school with classes form 3<sup>rd</sup> to 6<sup>th</sup>.

Bishop Galvin National School operates under the Rules for National Schools and Department Circulars and is funded by the Department of Education and Skills. 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 relevant equality legislation.

The Board of Management has formally adopted and implemented *Child Protection Procedures for Primary and Post Primary School, 2011* which is based on *Children First: National Guidelines for the Protection and Welfare of Children 2011*. Copies of our “Child Protection Policy” are available from the school office.

The school follows the curriculum 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 Department Regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, 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/accent, gender, traveller status, nationality, political beliefs and values, family or social circumstances.

Children enrolled in Bishop Galvin National School are required to co-operate with and support the school’s Code of Behaviour as well as other policies. Parents are responsible for ensuring that their child(ren) co-operate with the policies in an age-appropriate way. A copy of the code will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school Code of Behaviour and other policies.

School opening hours are in accordance with Department guidelines. Bishop Galvin National School opens at 9.00am and closes at 2.40pm. School closures are in accordance with agreed procedure and are communicated to parents at the beginning of term and in school Newsletters.

## **Procedure**

Enrolment for **third classes** will commence each year before Easter. Notification of enrolment is given beforehand by putting a notice in the Parish Newsletter, the School Newsletter, by placing notices in the school windows and by distributing enrolment forms to the pupils of second classes in Bishop Shanahan N.S.

Parents seeking to enrol their child in third class are required to return a completed Enrolment Application Form to the school by 31<sup>st</sup> March of the appropriate year. **A copy of the child's birth certificate will also be required.**

Application forms for children not attending Bishop Shanahan National School will be available from the school office. **A copy of a recent utility bill or other evidence of home address should be included.**

Parents who wish to enrol their children for the beginning of the school year **in classes other than third** should return a completed application form to the school by May 1<sup>st</sup> of the appropriate year. **A copy of a recent utility bill or other evidence of home address should be included.**

The names of children for whom Enrolment Application Forms have been returned will be placed on a class waiting list. The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.

The BOM reserves the right to determine the maximum number of children in each classroom bearing in mind:

1. Size of / available space in classrooms
2. Educational needs of children of a particular age
3. Multi-grade classes
4. Presence of children with special educational / behavioural needs
5. Department of Education & Skills maximum class average directives (currently a maximum average of 28 children)
6. Availability of teaching staff

In the event of the number of children seeking enrolment in any given class / standard exceeding the number of places available, the following criteria will be used, in descending order of priority, to select children for enrolment:

1. Pupils in 2<sup>nd</sup> class in Bishop Shanahan National School
2. Catholic children of the parish of St. Jude the Apostle and Brothers and sisters of children in this school and / or Bishop Shanahan National School.

3. Catholic children who live outside the parish and do not have a Catholic school in their own parish
4. Children who live in the Parish but are not Catholic
5. Children of current school staff
6. All other applicants

*If applications within categories exceed the number of places available, older children will be given precedence.*

A decision will be communicated to parents within 21 days of the closing date for applications.

### **Pupils Transferring**

Pupils may transfer to the school at any time, subject to school policy and available space.

Parents/Guardians must fill in the Application Form giving the reason for changing schools in writing. Attendance, behaviour and educational progress records, as well as any record of special educational need will be sought from the former school. (Section 20 Education Welfare Act). Places will be allocated in accordance with the criteria stated above.

**All children who are accepted for enrolment will be registered as per the name on his / her birth certificate.**

### **Children with Special Needs**

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. It is the policy of Bishop Galvin N.S., to request an up-to-date Psychological Report and / or Medical Report on any child with Special Needs seeking a place in this school. The purpose of assessment reports is to assist the school in establishing the educational needs of the child relevant to his / her disability or special needs and to profile the support services required. Where the Board deems that further resources are required it will request the Department of Education and Skills to provide the resources to meet the needs of the child as outlined in the psychological and / or medical report. The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

Parents that are dissatisfied with the level of educational provision available in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

The Board of Management will endeavour to have all resources and support in place before any child is admitted to the school. However, the school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

- a. The pupil has needs that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education or
- b. In the opinion of the Board of Management, the pupil poses a threat to other pupils, the school staff or school property.

As with all pupils, progress will be reviewed on a regular basis. Where it is deemed that a child is

- a. not benefiting from a place in this school; that his /her educational, emotional and behavioural needs are not being met due to the lack of specialised teaching resources, funding or facilities, or
- b. the presence of the child in this school would cause a situation where educational needs of other children are not fully met

the BOM reserves the right, in consultation with the parents / guardians, through the Principal to discuss the child's specific needs with the Special Education Needs' Organiser (SENO) to explore available options.

### **Appeals Procedure**

Parents who are dissatisfied with the enrolment decision may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for appeal, and lodged within ten days of receiving the refusal. Parents if unhappy with the result of the appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. The appeal must be lodged within 42 days of the receipt or the refusal from the school to enroll.

The policy will be reviewed annually.

**Ratified by the Board of Management on 23<sup>rd</sup> January 2012**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal

Next Review: January 2013