

Scoil Naomh Iosaf, Enrolment Policy

General Information

Scoil Naomh Iosaf, Riverstown is a co-educational, Catholic school under the patronage of the Bishop of Cork and Ross. The school follows the curriculum as set down by the Department of Education and Skills. In addition to twenty seven mainstream classes the school also has two classes for children with an ASD diagnosis. The school is funded by the Department of Education and from parent contributions.

Introductory Statement

This policy was formulated by the Board of Management of Scoil Naomh Iosaf. It replaces and updates all previous enrolment policies.

Rationale

This policy was set out to assist prospective parents and pupils to understand the ethos and unique characteristics of this school and to help them understand the process of enrolment. This policy sets out in clear terms the criteria for selection and clarifies the decision process in allocating places to prospective pupils.

Mission Statement

The school seeks to educate children to their fullest potential within a Catholic ethos and environment. We seek to be an inclusive community which affirms and supports children of varied communities, origins and abilities.

Aims for this policy are as follows:

1. Equality of access is the key value that determines the enrolment of children in our school. No child is refused admission for reasons of gender, religion, race, ethnicity, ability or social circumstance.
2. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil Naomh Iosaf also has 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 principle of acting in the best interest of all children.
3. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - Educational needs of children of a particular age
 - Presence of children with special educational/behavioural needs
 - The Department of Education and Skills maximum class average directives

Application Process for Junior Infant Pupils

1. Parents can place their child's name on the waiting list by contacting the school at any time prior to the closing date which is 12 noon Friday, October 19th 2018.
 2. Their child's name, date of birth, address, email and a contact number will be noted.
 3. All families on the waiting list will be issued with a copy of this Policy, an Application Form, and an invitation to our Open Night (Tuesday, October 16th 2018).
 4. All completed Application Forms must be returned to the school by 12 noon Friday, October 19th 2018.
 5. Letters will be sent to all applicants following the closing date to inform parents as to whether their child:
 - (a) is being offered a place or
 - (b) is to be put on a waiting list.
 6. Each child not offered a place in the first round, will be given a number on the waiting list based on the criteria listed below and this number will be included in the letter.
 7. Those children being offered a place, will receive an Enrolment Pack containing the following documents
 - Acceptance form
 - Enrolment form
 - Primary Online Database Form
- Parents are requested to return the completed forms and relevant documents to the school by 12 noon on Thursday, October 25th 2018.
8. Any new applicants for Junior Infants received after the closing date of October 19th 2018 cannot be included in the application process outlined here but will be added on to the existing waiting list formed at No.6 above.

The waiting list will cease on the last working day prior to the school re-opening for the new school year 2019-20.

Enrolment Criteria

In the event of the number of applicants exceeding the number of places available, the criteria below, listed in order of priority will be used to allocate places.

1. Brothers and sisters (including step-siblings and foster children) of children who have or are attending the school.
2. Children living in Marble Park and St. Joseph's View
3. Children of current school staff
4. Children who are living in our catchment area, i.e. Electoral Divisions of Riverstown, Caherlag and Rathcooney.
5. Children who are not living in our catchment area.
6. Any applicant not covered in 1-5 above.

In all categories, places will be allocated to children starting with the eldest. In general, all pupils will have reached four and a half years of age by September 1st (four years of age by March 1st) in the year of enrolment.

General Information regarding Application

1. The application form is a brief document which asks for the child's name, date of birth, siblings and parent contact information. Further information will be required once a child has been accepted.
2. Parents will be asked, as a condition of enrolment to sign their acceptance of Scoil Naomh Iosaf's Code of Behaviour.
3. Incoming Junior Infants will spend one informal period in the school in late May / early June to familiarise themselves with the school, the classroom and new classmates.
4. It is a condition of enrolment that parents inform the school of any physical, learning, behavioural or emotional special needs your child may have. Please give the school a copy of any available professional assessment, diagnosis or report in relation to your child when returning the completed Acceptance and Enrolment Forms.
This is to allow the school adequate time to apply for resources from the Department of Education and Skills.

Applications to classes other than Junior Infants, Pupils transferring from other schools

Pupils wishing to transfer from other schools are enrolled subject to the school's Enrolment Policy and agreement with other schools. All such transfers depend on space being available within the school.

Parents seeking to transfer their child from another school should contact the school to enquire of availability of spaces in the year group.

In the event of a place being available the parents can obtain the relevant documents from the school. Applications will be processed when the form is completed and returned to the school with other required documents such as attendance records and progress reports from the previous school.

The Board of Management

The Board of Management may be unable to enrol a pupil who has special needs such that, even with additional resources available from the Department of Education, the school cannot meet such needs and / or provide the pupil with an appropriate education

or

In the opinion of the BOM the pupil poses an unacceptable risk to other pupils, school staff and / or school property.

Right of Appeal

Section 29 of the Education Act provides for a right of appeal against a decision to refuse enrolment.

Ratification and Communication

This policy is available on the school website and is distributed to all new applicants as part of the application process.

It was ratified by the Board of Management of the school in September 2018.