



# **Killashee Multi-Denominational National School Enrolment Policy**

## **1 General Information**

Killashee Multi-Denominational National School (MDNS) is a Department of Education and Skills (DES), co-educational, vertical primary school with an independent patronage. A charitable company called the Friends of Killashee School Limited, is the registered Patron of Killashee MDNS. All parents of students within Killashee MDNS are members of the company. It is a company; limited by guarantee, has charitable status; operates on a non-profit basis and has a Board of Directors elected by its members - who undertake the duties and functions of the Patron.

The ethos of Killashee MDNS recognises the uniqueness and importance of every human being. It celebrates diversity among people. It encourages self-actualisation and the development of a positive self-image in all who are associated with our school. It fosters a spirit of co-operation and promotes self-respect and respect for all others.

Our vision aspires to fostering a caring, nurturing environment for all children of all denominations, an environment which embraces differences and gives equal opportunities to all children to reach their full potential, academically, spiritually, physically, socially and emotionally. We aim to achieve this through providing the highest possible standard of education by means of quality leadership, teamwork and the involvement of all partners in an environment of mutual respect.

Killashee MDNS depends on the grants and teacher resources provided by the Department of Education and Skills (DES) and it operates within the regulations laid down by the Department. Our school follows the curricular programmes prescribed by the DES in accordance with Section 9 and 30 of the Education Act 1998, and in subsequent legislation. The DES provides financial support for the running of the school and also prescribes the number of teaching and additional support staff to the school.

The School Board of Management (BOM) is responsible for the operation of the school and is comprised of representatives of the patron, parents and teachers. Members of the BOM are appointed every four years.

## **2 Legal Framework**

The Board of Management of Killashee Multi-Denominational National School sets out below its policy of enrolment in accordance with objectives of

- the Education Act, 1998,
- the Education Welfare Act 2000,
- the Equal status act 2000
- the Education for persons with Special Educational Needs Act (EPSEN) 2004
- the Health and Safety Act 2005
- the Disability Act 2005

### **3 Application Procedures.**

Parents/Guardians (Parents) seeking to enrol their child(ren) in Killashee MDNS should return a completed application enrolment form (available on line or from the office) to the school.

Applications for places are received throughout the school calendar year. The date of application is recorded on the school record system and filed in date of application order.

The completion of an application form or the placement of your child's name on a list does not confer an automatic right to a place in the school.

While recognising the right of Parents to enrol their child in a school of their choice the Board of Management of Killashee MDNS reserves the right to determine maximum school and class size in order to ensure the safety and educational needs of pupils.

### **4 Equality Access**

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

The Board of Management welcomes applications from children with special needs (physical, psychological, educational, behavioural, emotional, social or medical).

The school will meet the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs.

The BOM shall request a copy of the child's medical and/or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required,

In very exceptional cases the Board of Management may deem it necessary to defer enrolment of a particular child pending the receipt of psychological / educational report and provision of resources by DES to meet the needs whether physical, psychological, educational, behavioural, emotional, social or medical.

The Board of Management may find it necessary to accept a pupil on a shortened day basis in certain circumstances.

### **5 Decision Making**

#### ***5.1 General Information***

Decisions in relation to application for enrolment are made by the Board of Management. As a general principle, and in so far as is practicable, having regard for the school's enrolment policy, the children shall be enrolled provided there is space available. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the Department of Education and Skills guidelines in relation to class size and staff provisions. Other factors that may be considered are:

- Size and available space in classrooms

- Specific educational and behavioural needs of existing children in the class
- Availability of grants and resources
- Health and Safety of children and staff

## **5.2 Junior Infant Enrolment**

Killashee Multi-Denominational School is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in national school before the fourth anniversary of his/her birth (Rule 64.1). Children who are 4 before September 1<sup>st</sup> on the year of requested enrolment are eligible for consideration for enrolment.

When the number of applicants for places available exceeds the number of places available, only children who are 4 before the 31<sup>st</sup> May of the year of enrolment will be considered.

The criteria for enrolment in priority order 1-3 below are used to determine enrolment where the number of applications received from children who have celebrated their 4<sup>th</sup> birthday on or before the 31<sup>st</sup> May exceeds the number of places.

- a) Brothers and sisters (including stepsiblings, resident at the same address) of children attending the school. (If number of sibling applicants is greater than the number of places applicants ages will determine the outcome i.e. places will be offered beginning with the oldest applicant and proceeding in descending order of age from the oldest to youngest.)
- b) Children of current permanent school staff (If number of children of current school staff applicants is greater than the number of places applicants ages will determine the outcome i.e. places will be offered beginning with the oldest applicant and proceeding descending order of age from the oldest to youngest)
- c) All other applicants will be prioritised on the first come first served principle i.e. children will be offered places according to their date of application.

## **5.3 Enrolment in classes Senior Infants –Sixth**

Applications for children in all other classes will be considered in line with this enrolment policy. In cases of approved applications exceeding the number of places available priority will be given according to criteria stated above.

## **6 Acceptance of Places**

By the end of February on the year of proposed enrolment all parents will be notified.

Parents of children who are being offered places will be asked to accept the place in writing within 14 calendar days of receipt of the offer. (Date will be specified on letter of offer).

If the parent fails to communicate with the school within this period the BOM will assume that they do not wish to accept the place and the place will be offered to the next child on the waiting list.

Parents will be requested to forward to the school a copy of the birth certificate, proof of address and a signed acceptance of schools code of behaviour. (A copy of the school code of behaviour is available

on the website and a hard copy can be requested from the office) Enrolment of the child in the school will not be deemed to be completed until all of the required documentation has been received.

All other parents who have made applications will be informed that no offer can be made at present to their child and their child's name has been placed on a waiting list. They will be asked to confirm in writing within fourteen days (date will be specified on letter) that they wish their child's name to remain on the waiting list. If the parent fails to communicate with the school within this period the child's name will be removed from the waiting list.

## **7 Pupils Transferring**

The Board of Management welcomes pupils transferring from other schools to the school at any time subject to satisfying school enrolment criteria, space available and the approval of the BOM and the DES. The forwarding school shall provide copies of all relevant reports.

When the application is made, the Principal shall ascertain from the parent whether the pupil was previously enrolled in another National School and, if so, should request the parent to obtain a certificate to that effect from the Principal of the school which the pupil previously attended.

An application form is completed etc. and procedures outlined above are then followed. Information concerning the pupil's attendance and the child's educational progress should be communicated between the schools.

## **8 Code of Behaviour:**

The school code of behaviour will be appended to the enrolment policy for parental information. A hard copy of the booklet is available from the school office. Children enrolled in our school are required to cooperate with and support the school / Board of Management's Code of Behaviour as well as all the other policies on curriculum, organisation and management. The BOM places a responsibility on all Parents/Guardians to ensure that their children cooperate with said policies. It is a condition of enrolment that parents /guardians sign acceptance of Code of Behaviour.

## **9 Health & Safety:**

Applications for places in the school must be considered in light of the school Health & Safety Statement. This statement is drafted in accordance with the Health & Safety Act 2005. Applicants who are known to have a record of serious assault towards other pupils / staff in a previous school are prohibited from enrolment. Applicants who are known to have a record of having caused serious damage to property in another school will also have their applications refused.

## **10 Appeals:**

If in the event of a child being refused registration to the school, the parents/guardians are entitled to appeal the refusal to the Board of Management of the school. If parents/guardians are dissatisfied with the Board of Management decision they are entitled to invoke an appeal to the Department of Education and Skills under Section 29 of the Education Act 1998.

## **11 Review**

This policy will be reviewed and updated annually (in October) .by the Board of Management

**Signed:**  
**Chairperson of the Board of Management**

*Thomas Jacob:*

**Thomas Jacob**

**Date: 21/11/2017**

**Note: As directed by the Department of Education and Skills Killashee MDNS are in the process of updating their Enrolment (Admissions) Policy. The policy will be finalised and published on this website by mid -September 2020.**