



Enrolment/Admissions Policy

1. General Introduction

This Enrolment Policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters.

2. General Information

- **School Name:** Lisnafunchin National School,
- **School Address:** Lisnafunchin, Castlecomer, Co. Kilkenny.
- **Telephone No:** 086 7930484
- **E-Mail Address:** lisnafunchin.ias@eircom.net
- **Denominational Character:** Roman Catholic.
- **Name of Patron:** Bishop of Ossory.
- **Total Number of Teachers in School:** Lisnafunchin N.S. is a two teacher mixed National School. With the Principal there is one other class teacher. The school has access to a Learning Support/SET Teacher four times per week for a total of 17.5 hours
- **Range of Classes Taught:** The classes range from Junior Infants to 6th class. Each teacher teaches four classes.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

Lisnafunchin National School follows the curricular programmes prescribed by the Department of Education and Science, 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 (1998), and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

School Opening and Closing Hours:

- 8.50a.m – 1.30p.m. for Junior and Senior Infants.
 - For the first three weeks of each new school year the Junior Infants go home at 12.20 pm, as we break them in gently to the routine of the school.
- 8.50a.m – 2.30p.m for 1st Class to 6th Class.
- Mid –Morning Break: 10.50a.m. - 11:05a.m.
- Lunch Time: 12:25p.m. – 12.50p.m.

3. Application Procedure

Parents wishing to enrol their child in Junior Infants may do so by filling in an Enrolment Application Form. This form is available on request from the Principal.

Dates for enrolment begin in the 2nd Term and notification regarding enrolment of new pupils is advertised in the Parish Newsletter, and in a letter to parents.

4. Provision of Key information by Parents

The school board will require certain information when children are being enrolled. Such information will include:

- Pupils name, address and age
- Names and addresses of pupils, parents/guardians
- Contact telephone number
- Contact telephone numbers in case of emergency
- Details of any medical conditions which the school should be aware of
- Details of any special educational needs the child may have
- Religion
- Previous school attended, if any, and reasons for transfer, if applicable
- Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000)).

An enrolment form to provide this information is available to parents wishing to enroll their child in our school

5. Decision Making

The Board of Management, in accordance with school policy, makes decisions in relation to applications for enrolment. The Board will notify parents of their decision within 21 days of receiving such information as per Education Welfare Act (2000)). As a general principle, and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that 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 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 years and upwards, though compulsory attendance does not apply until the age of 6 years.

6. Criteria for Enrolment of New Pupils

In cases of over-subscription, the Board will exercise its discretion in the application of the following criteria:

- Whether there are siblings of the proposed new entrant already attending the school.
- Parish Boundaries/proximity to school/traditional catchment area/family tradition in schools
- Children of staff members
- Ages of the children.
- Diocesan policies
- First come first served

As per Equal Status Act: Section 7, Lisnafunchin NS shall not discriminate in relation to the admission of a child to our school.

7. Admission Day/Date

Junior Infant children are enrolled in Lisnafunchin N.S. in the Spring preceding the academic year in which they start school having reached their 4th birthday. Application forms will be sent to the parents, who have children of school-going age, within the school catchment area.

An announcement will be put in the parish newsletter, informing parents of the need to enrol their child in their chosen school and will give dates for parents to enroll their child in Lisnafunchin NS

Children transferring from another primary school will also be accepted, having established the reason for the transfer. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools as per Education Welfare Act (2000).

The Board of Lisnafunchin NS can take up to 21 days to consider applications for enrolment under the Education Act (1998). Children who have moved house are automatically enrolled, as long as the school has a place for them.

8. Enrolment of Children with Special Needs

Lisnafunchin National Schools welcomes applications for enrolment from all children.

Should a parent request that the school accept a child with specific special needs or a severe behavioural problem, a number of requests shall be made to the parents. These requests shall be made to the parents in the interests of the child, to ascertain how the school can best meet the needs of the child and the expectations of the parents.

Presently, we are a two teacher school and so are limited in the resources we have to offer. In order to see if we can meet the needs of the child, the following requests shall be made:

- 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 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.

- 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, make a written request of 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, access to or the 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.
- As a two-teacher school and a multi-class situation, we feel we cannot provide for the needs of pupils with Special Educational needs until the appropriate resources are in place.
- 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. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.
- We expect that parents will show acceptance of our school policies in relation to Code of Behaviour, School Ethos etc. on behalf of their child/children by reading and signing them at the time of enrolment.

9. Right to Appeal

Parents have a right to appeal a refusal by our school to enrol a student, under Section 29 of the Education Act. An application form to appeal such a decision is available from the school.

10. Ratification

Signed:  , Chairperson, on behalf of the Board of Management

Date: 27/08/2019

Date of Review: 2022