

## **Enrolment /Admissions Policy of**

### **St. Joseph's N.S Cong.**

#### **Introduction:**

The school board, in consultation with the teaching staff in the school, formulated this policy in accordance with the provisions and requirements of the 1998 Education Act.

Section 15; subsection 2, of the act states:

*" ----- A board shall ---- publish, in such a manner as the board with the agreement of the patron considers appropriate, the policy of the school concerning admissions to and participation in the school, including the school policy in relation to expulsions and suspensions of students and the admissions to and participation by students with disabilities or who have special educational needs----- and ensure that the right of parents to send their children to a school of the parent's choice are respected "*

In drafting this policy the board paid particular attention to the necessity for inclusiveness and equality.

The policy is set out to assist parents in matters relating to enrolment. If a parent requires any further clarification or information on this matter they are requested to contact the school principal, Mr Michael Kenny. The school phone no. is (094) 9546725.

- Cong National School is in compliance with the Data Protection Act.
- The provisions of the Freedom of Information Act do not apply to schools.

### **Information for parents about the school:**

1. Name: St. Joseph's N.S., Cong
2. Official Roll No. 13686L
3. Denomination/ Ethos: Christian/ Catholic, under the patronage of the Archbishop of Tuam, Dr. Frances Duffy.
4. Size of school: Five class teachers - Four mainstream classes, one Multi-Disciplinary Special Education class and two full time special education teachers.
5. Mixed school (Boys & girls) with 8 classes from Jun. Inf. to 6<sup>th</sup>
6. Teachers will be referred to as Múinteoir followed by their first name.
7. The school depends for its funding on grants provided by The Dept. of Education and Skills and operates within the regulations laid down by the Dept. The school must at all times operate within its current resources. It is not allowed to operate an overdraft or raise a loan.
8. The school is obliged to follow the curricular programme of the Dept. of Ed. and Skills as provided for in Sections 9 & 30 of the 1998 Education Act.
9. While operating within the parameters set out at 6 and 7 above, this School supports the principle of inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs. The school seeks to accommodate diversity in race, culture, religion, gender and ability.
10. **All** pupils must participate in the Allianz Personal Accident Insurance scheme. This policy covers the medical costs arising from all accidents/ injuries at school or on school related activities. The cost of the insurance is included in the start of year school fees. Children requiring medical attention while at school will be brought to the Lynn Medical Centre (next to school). The parents will be liable for the medical bills arising and forms for re-couping same from Allianz will be provided by the school.

11. A copy of the school rules is made available to all parents / guardians at the time of enrolment. This applies to junior infants or children enrolling in other classes. [See Appendix 1]
12. Children in classes 1st-6th are required to have a homework journal at all times. The journal is used to record homework each evening and as a means of communication between parents and teachers. The journal must be signed by parent/guardian on a nightly basis. Children with special educational needs may have a communication diary, this will be decided by class teacher and parents.
13. On entry to the school a profile/ file is opened for each pupil. The results of formal end of year tests in each class are recorded in this profile. Teacher observations/comments are also recorded and a copy is sent to parents at the end of each school year. The profile is passed from class to class as the child progresses and a copy of the profile is retained in school records.
14. Teachers in all classes set a prescribed amount of homework and full details of the rationale, nature and extent of work given and correction policy are contained in the Homework Policy document.
15. The school operates from 8.50 a.m. to 1.30p.m. for infants  
From 8.50 a.m. to 2.30 p.m. for all other classes.  
Full supervision is provided for the  
10.30 a.m. break and for the 12:20 p.m. lunch  
break. (both 20 minutes)  
Children with special educational needs may  
attend for a shorter school day, this will be  
decided upon by principal and class teacher,  
together with the child's parents.
16. A list of holidays/ scheduled closures is issued to all parents in Sept. / Oct. each year.
17. The school uniform is crested royal blue jumper, white t-shirt and grey trousers/skirt unless otherwise stated by class teacher. Only LOOSE, UNBRANDED tracksuit bottoms are permitted on PE days with the school crested PE sweatshirt.

18. The Stay Safe Programme is in operation in all classes in this school. The formal lessons will be taught every year in accordance with the SPHE two-year cycle plan. Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible.

### **Enrolment Procedure for new junior infants:**

New Junior Infants are formally enrolled on the first school day in Aug/Sept. each year.

Invitations to enrol are communicated to parents via the parish bulletin and on-site notices in Spring of each year. Parents of prospective infants are invited to attend on a specific day to meet the principal and the teacher and complete an enrolment form. Enrolled new infants are then invited to attend for a half day induction prior to the summer holidays. Please refer to our **Annual Admissions Notice** in the Appendix for further information regarding dates and enrolment criteria.

### **Decision Making:**

All decisions relating to enrolment policy are made by the Board of Management having due regard to school policy. The Education Welfare Act 2000 specifies that the board must notify parents of their decision within 21 days of receiving the relevant information.

In so far as is practicable and having regard to school policy, children are enrolled in this school on application. If at any time there is concern that there may be constraints such as class size, staffing constraints or the physical space, the board will immediately consider a review of current enrolment policy.

This review shall apply the following selection criteria in the order listed below to those applications as set out in the school's **Annual Admission Notice**. This will apply to children who are at least four years old on or before the 1<sup>st</sup> of April of their enrolment year. These criteria are listed as follows:

1. Pupils who have brothers or sisters currently enrolled.
2. Pupils who are already resident in the catchment area.  
(parish boundary)
3. Pupils whose siblings are past pupils
4. Pupils whose grandparents attended the school in former times.
5. Pupils who live outside the catchment area.
6. Pupils who apply for a placement outside of the stipulated times are entitled to be enrolled subject to places being available (considering P/T ratios) and after numbers 1-5 above have been allocated places.

In the event of two or more pupils tied for a place in any of the selection criteria above (The number of applicants exceeds the number of remaining places), the following will apply:

1. Older children will have precedence – DOB
2. Children who reside within the closest distance to the school as determined on an OS map.
3. Draw lots - witnessed by school management.

## **Enrolment of children with special needs:**

In the case of a child with special needs presenting for enrolment in the school, the board requires the principal and relevant class teacher to obtain:

- Medical reports
- Psychological reports. If no such reports are available immediate psychological assessment is to be requested.
- Reports from previous school (if relevant).

The purpose of these reports is to assist the school in assessing the educational / training needs relevant to the child and to assist in drawing up a profile of necessary support services.

When the board assesses the needs and draws up the profile of support services, it will then request the Dept. to provide services and supports based on the medical and psychological reports. It may be necessary for the board to defer the enrolment of a particular child pending:

- Receipt of reports / assessments
- The provision of the appropriate resources by the Dept. of Education DE to meet the needs specified: psychological, OT, physiotherapy or other care needs.
- The principal/class teacher will liaise with parents in this process.

**Note:** More specific information pertaining to enrolment to our multidisciplinary class is available in our **Multidisciplinary Enrolment Policy**.

### **Pupils Transferring:**

Pupils may transfer to this school at any time subject to school policy.

- The school is fully compliant with the provisions of The Education Welfare Act 2000 re presentation of child's attendance records and educational progress report
- The BOM reserves the right the delay admission until such a time that any necessary reports or documentation has been received by the school.

### **Availability of School Policies:**

When parents/ guardians enrol a child in Cong N.S. they are given a copy of the Enrolment Policy and the Behavioural Management policy. Copies of all other policies are available on the school website.

### **Behaviour Management Policy:**

The school's Behaviour Management Policy clearly outlines the level of behaviour required from pupils at all levels and outlines the sanctions that will apply if behaviour is deemed unacceptable.

The Behaviour Management Policy aims to promote and encourage positive behaviour and requests the assistance and co operation of parents in implementing this policy.

The Behaviour Management Policy is reviewed, amended and ratified by the current Board of Management on a yearly basis.

**\*\*** Arising from that review parents are requested/ advised to take note at all times of the contents of your child's school bag. Only items required for school purposes should be brought to school.

## **Assessment and Review:**

This policy will be assessed and reviewed by the Board of Management every year or earlier, if deemed necessary.

**This revised policy was ratified by the Board of Management on  
Thurs 2<sup>nd</sup> February 2024.**

**Signed:** \_\_\_\_\_

Chairperson of the Board of Management

**Signed:** \_\_\_\_\_

Principal



## Appendix 1

### School Rules

**School Hours:** It is expected that children arrive at and leave the school grounds at the appropriate times each day. Any deviation of this should be reported to the school via a phone call or a written note eg. Collection of children prior to their finishing time 1.30pm/2.30pm needs to be informed in advance. Pupils must stay inside the school grounds at all times unless otherwise instructed by Class/Supervising Teacher.

**School Absences:** Any absence from school **MUST** be reported and explained to school by means of a written note or email to the office. Office email is secretary@congns.ie

**School Uniform:** FULL school uniform must be worn at all times unless instructed otherwise by Class Teacher. On P.E. days as determined by Class Teacher, **loose** generic unbranded grey tracksuits may be worn with crested PE sweatshirt.

**Lunches:** The school has adopted a Healthy Eating policy and it is expected that pupils adhere to this at all times unless otherwise instructed by Class/Supervising Teacher. Please see Healthy Eating Policy in your Enrolment pack. Waste packaging should be kept to a minimum and must be brought home.

**Litter:** The school is proud and honoured to have received numerous Green Flags and Awards for the care and upkeep of the school building, it's grounds, it's trees, flowers and wildlife habitats. We expect that pupils will observe all school rules with regard to the disposal of litter, bio-degradable material, re-cycled material etc. Children must bring all package eg. Yoghurt pots, sandwich wrapping, home in their lunch box.

**General Behaviour:** All children have a right to grow and learn in a safe and disruption free atmosphere. To allow for this it is expected of pupils to follow school rules at all times. As pupils progress through their school life, the classroom procedures and rules will develop and progress too. The school expects that pupils will adhere to and respect Class/Supervising Teacher and Principal instructions at all times. The following fundamental principles underpin all the school's rules and procedures:

- Pupils must be respectful of teachers, staff and each other at all times.
- Foul/disrespectful language will not be tolerated under any circumstances.
- Rough behaviour/play will not be tolerated under any circumstances.
- School property must be respected and cared for at all times.
- When representing the school, in the school environment or outside it, it is expected that pupils will always behave in a respectful manner with will be a credit to themselves, their families and their school.