

## **ENROLMENT AND ADMISSIONS POLICY**

### **General Information:**

We the Board of Management of Kingsland NS wish to state that this policy is set out in accordance with the Education Act, 1998. In doing so, we hope that parents will be assisted in relation to enrolment matters and that furthermore, the chairperson Mrs. Mary Harrington and the Principal teacher Mr. David Murphy will be happy to clarify any further matters arising from the Policy.

Kingsland NS, Boyle . Co. Roscommon (094)9870608 is a Roman Catholic School with Bishop Christopher Kevin Doran as Patron. It is a two-teacher school, with a teaching principal and an assistant teacher. We also have a visiting Learning Support teacher. It is a mixed gender school catering for pupils from Infants to Sixth Class. It is state funded and operates within the rules for National Schools as laid down by the Department of Education and Science. We follow the curricular programmes as laid down by this Department also. We support the equality of access and participation in the school within the context and parameters of the Education Act. We respect the diversity of values and beliefs, traditions, languages, cultures and ways of life in society. We support inclusiveness, particularly with reference to the enrolment of children with disability or other special educational needs. We respect the parental right in relation to enrolment.

**School Hours: 9.20am. Official school opening time.**

**11.20am Mid morning break.**

11.30am Lessons.

**12.30pm Lunch.**

1.00pm Lessons.

**2.00pm Infant Home Time.(Junior and Senior Infants)**

**3.00pm School Closes.**

**Parents are asked to collect all infants at 2.00pm. All other children go home at 3.00pm.**

### **The Procedures:**

Parents wishing to enrol children in September should do so in writing on our Enrolment Form in Second Term. This will be announced at Mass and/ or in the Parish Newsletter, and parents of the school will be informed A copy of the Form is attached.

**On receiving an application the Board will process this based on the following criteria.**

Ages of children (a pupil must be 4 years of age before the 1<sup>st</sup>. Of Sept. Of that year )

Parish Boundaries/Diocesan Policies

Ethos Consideration

Space availability

Staffing provision

Production of Birth Cert

Siblings of existing children

Children of staff members

Must adhere to the policies of the school

**New Infants:**

Pupils are only admitted on the First Day of Term of that school year. The above criteria will be considered with all applications.

In relation to applications for enrolment of children with special needs, it is open to the Board of Management to request a copy of the child's medical and / or psychological report, or where a report is not available, to request that the child be assessed immediately. The purpose of this 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. Therefore, until such a report is produced and the necessary resources in place, we may have to defer a decision to admit the child. Also, if on receiving such a report that the special needs are such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the student with an appropriate education the school may refuse admission.

Generally if a student poses unacceptable risk to other students/staff/school property, the school may refuse admission.

The school will inform you in writing within 21 days of receiving your completed Enrolment Application Form of their decision, to accept the enrolment or seek further information before making that decision. Parents may appeal the decision of the Board of Management if they refuse an enrolment.

Parents must declare that all information supplied on the application form is complete and true to the best of their knowledge.(Signed)

We acknowledge and applaud the right of each and every child, regardless of ability or physical condition, to an uninterrupted education appropriate to his/her needs, in the safety of a happy, calm environment. The aim is to ensure that the individuality of each child is accommodated while at the same time acknowledging the right of each child to education in a relatively disruptive free environment.

### **Regarding Transfer of Pupils: (From another school)**

- Can only take place on the First Day of Term
- A letter of transfer must be filled in by the existing school.
- School reports should be made available to the school
- The school will consider the application within 21 days
- Parents and Pupils must accept school policies
- The existing basis of enrolment also to be considered

### **The Education Welfare Act 2000**

**The legislation requires Principal teachers to inform the Education Welfare Officer where a student is absent in excess of 20 days in a school year. Therefore a note must be submitted to the school on a separate sheet of paper, stating the reason why your child was absent.**

### **Policies:**

Children enrolled in our school are required to co-operate with and support the Code of Behaviour, as well as other Policies on Curriculum, organisational and management. The Board of Management places parents/guardians responsible for ensuring that their child/children co-operate with said policies in an age appropriate way. In accordance with the Department of Education and Science Rules for National Schools and the National Education Welfare Board, a child may be suspended. These policies may be added to and revised from time to time.

The following Policies must be accepted by Parents on enrolment and acceptance slip signed on enrolment form and returned to the school.

**Code of Behaviour. (Discipline)**

**Homework.**

**Anti-Bullying Policy**

**Healthy-Lunches Policy.**

**School Uniform Policy.**

Signed: \_\_David Murphy\_\_\_\_(Principal )

Signed: Mary Harrington \_\_\_\_ (Chairperson B.O.M)