



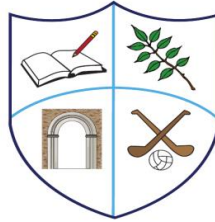
**RAHARA N.S.**  
SCOIL NÁISIÚNTA RATH ARADH

# Enrolment Policy

## 2019

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## **ENROLMENT POLICY**

The Board of Management of Rahara N.S. sets out below its policy of Admissions in accordance with the provisions of the Education Act 1998 and the Education (Admissions to Schools) Act 2018 as commenced. The aim of Rahara National Schools Admissions/Enrolment Policy is to provide information to parents on the enrolment process and to outline the criteria for the allocation of school places in the event of more applications than places available.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

### **General School Information**

Rahara National School is a co-educational Catholic primary school serving the parish of Rahara. The school is under the patronage of the Catholic Bishop of Elphin. It is a vertical school providing primary education for pupils aged 4 – 12 years i.e. junior infants to sixth class. At present, the teaching staff is comprised of two multi-grade class Teachers, including one Principal and Deputy Principal, 1 shared Learning Support Teacher and one shared Resource Teacher.

Rahara National School operates under the Rules for National Schools and Department of Education and Skills (DES) guidelines. The School is staffed in accordance with the staffing schedule laid out each school year by the DES. The school is funded by annual grants for specific purposes from the DES.

Rahara National School follows the curriculum prescribed by the DES, which may be amended from time to time in accordance with Section 9 & 30 of the Education Act 1998. All pupils enrolled in the school must participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, and Physical Education.

## **Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school to make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirement so make an accurate and appropriate assessment of the capacity of the school. It also aims to cater for the needs of applicants in the light of the resources available to it and to put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

Rahara National School provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Non-Catholic pupils are exempt from the religious education programme at the request of their parents. The Board of Management of Rahara National School has formally adopted and implemented Child Protection Procedures for Primary and Post Primary School, 2017 which is based on Children First: National Guidelines for the Protection and Welfare of Children. Rahara National School's Child Safeguarding Statement and Risk Assessment is displayed at the school entrance foyer and is also accessible on [www.rahara.com](http://www.rahara.com). Within the context and parameters of Department Regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, equality of access is the key value that determines the enrolment of children to our school. A child may not be refused admission for reasons of ethnicity, special educational needs, language/accent, gender, traveller status, nationality, political beliefs and values, family or social circumstances. Pupils enrolled in Rahara National School are required to comply with the Code of Behaviour and Anti-Bullying Policy as well as all other relevant policies. The main school policies are available to parents on the school website. Parents are responsible for ensuring that their child (ren) comply with school policies in an age appropriate manner. In cases of repeated or serious misbehaviour the school will follow procedures for suspension and expulsion as set out by the Education Welfare Board /TUSLA guidelines.

Parents must accept the Catholic Ethos of the school as a condition of enrolment. Parents who accept a place for their child in Rahara National School are required to sign an undertaking to uphold the school Code of Behaviour and other policies:

- The BOM reserves the right to determine the number of classes at each class level and the maximum number of children in each classroom bearing in mind: available space in classrooms, educational needs of children of a particular age, multi-grade classes, presence of children with special educational needs, DES class average directives and teaching resources provided to the school.
- The BOM determines the number of places available for junior infants for each school year in advance of the commencement of the enrolment process. In the event that there are more applications for enrolment than places available, the criteria outlined in this admissions/enrolment policy will be used, in descending order of priority, to select children for offers of enrolment

Equality of access is the key value that determines the enrolment of children to our school. 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.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of Rahara N.S. is also responsible 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 principles of natural justice and acting in the best interest of all children.

### **Application Procedures**

Rahara N.S. follows these procedures for enrolment of Junior Infants for the next school year.

- Parents are informed of the dates, time and venue of the enrolment
- This shall be communicated to parents through
  - Parish Newsletter
  - Informing pupils already in the school
  - Notice in Roscommon Papers
- One week is allocated for enrolment in May. While parents are encouraged to enrol their children at this time parents will be allowed to enrol their children at a later date pending acceptance by the BOM.
- The teachers meet with the parent(s)/guardian
- The school encourages the parent/guardian to have the children accompany them to meet the class teacher and become familiar with their new environment
- Parents fill in an application form, along with consent forms for School trips, project work, website etc.
- An induction night for parents of Junior Infant parents will be held in May/June.

### **Decision Making**

Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with school policy. As a general principle, and in so far as is practicable having regard to the school's enrolment policy, the children shall be enrolled on application, providing there is space available. Rahara N.S. is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his birth. (Rule 64.1)

Criteria used in decision making by the BOM in relation to excess enrolment are:

- Siblings of pupils already in the school
- Ages of the children
- Children from the Parish and the bordering parishes
- First come, first served;

- Children of staff members;
- Guidelines from the DES in relation to class size, staffing provision and accommodation
- Physical space
- Health and welfare of the children

In accordance with the Educational Welfare Act 2000, the BOM will notify parents of their decision within twenty-one days of receiving the information as prescribed by the Minister of Education and Science under this Act.

### **Appeals**

The Board of Management of a school is also obliged under section 19(3) of the Educational Welfare Act 2000 to make a decision in writing in respect of an application for enrolment within 21 days and to inform the parents in writing of that decision.

Where a Board of Management refuses to enrol a student in a school, the parent of the student or, where the student has reached 18 years of age, the student himself or herself, following the conclusion of any appeal procedures at school level, has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science. A committee is established to hear the appeal with hearings conducted with a minimum of formality. In most cases appeals must be dealt with within 30 days. Where appropriate, the Secretary General may give whatever directions to the Board of Management that are considered necessary to remedy the matter complained of.

### **Admission Day**

Junior Infant pupils are encouraged to attend school from the 1<sup>st</sup> of September of the new school year. Children who are four after September 1<sup>st</sup> will be admitted to the Junior Infant class the following school year. Admission to the Junior Infant class takes place once a year – the month of September.

### **Enrolment of Children with Special Needs**

In relation to the enrolment of children with special needs, the Board of Management of Rahara N.S. may request a copy of the child's medical and/or psychological report. If this is not available the Board will request that the child be assessed immediately. This report is requested to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special education needs and to profile the support services required. Following the receipt of the report, the Board will assess how the school could meet the needs specified in the report.

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. If necessary, a full case conference involving all parties may be held.

### **Pupils Transferring**

In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another, at any time of the year, either with the consent of the Minister or when the transfer is made because of a change in the ordinary residence of the child. This is also subject to school policy and available space. When the application is made in respect of pupils between the ages of 4 and 6 years, 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 enrolment form is completed 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.

### **Code of Behaviour**

The school Code of Behaviour contains the procedures for Suspension and expulsion of pupils and parents/guardians are given a copy of this at the induction meeting.

### **Medication**

Parents are requested to inform the school in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date. No staff member can be required to administer medication to a pupil. Any staff member who, with the consent of the BOM, is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe. Parents are required to provide written instructions, from the pupil's doctor, of the procedure to be followed in the administration and storing of the medication. Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly. Please see School Policy on Administration of Medication.

### **Review**

This policy will be reviewed and updated each year by the Board of Management.

This policy has been accepted by the Board of Management of Rahara N.S. Rahara Rd, Athleague P.O. Co. Roscommon

Signed: \_\_\_\_\_ Chairperson

Date: 6<sup>th</sup> February, 2018