



Sessiaghoneill National School

Sessiaghoneill,
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Enrolment Policy – 2018/2019.

This enrolment/admission policy for Sessiaghoneill Primary School has been revised in accordance with the provisions of the *Education Act 1998*, the *Education Welfare Act 2000*, the relevant Health and Safety legislation and Equality legislation, and in keeping with the directives of the Patron. It was formally approved and implemented at a meeting of the Board of Management in November 2012.

Equality of access is always the core value that determines all policy regarding the enrolment of children in our school. All children have an equal right to education. In order to fulfil this right, differences will be respected and valued in our school. No child will be refused admission for reasons of ethnicity, special needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious or political belief or values, family or social status.

While recognising the rights of parents to enrol their child in a school of their choice (where places are available), the Board of Management Sessiaghoneill Primary School reserves the right, and the duty, to determine the criteria used to accept children into junior infants and into their other classes in the school. These criteria will be used by the Board in determining which applicants are given priority when applicants outnumber the places available.

The Management, Staffing and organisation of Sessiaghoneill N.S.

Sessiaghoneill Primary School is a Catholic co-educational school under the patronage of the Bishop of Derry, Most Rev Donal Mc Keown. The Board of Management is chaired by Mr. Paddy Watters and Ms. Anne Marie Griffin is the Principal Teacher.

The school is presently a 12 teacher school. This includes the Principal Teacher, 7 mainstream class teachers and 4 SEN teachers. The ancillary Staff comprises of a secretary, a caretaker, a cleaner and 4 Special Needs Assistants. A full range of subjects is taught from infants to sixth class.

What factors influenced the compilation of this enrolment policy?

The following is a list of factors that were considered by the Board of Management of Sessiaghoneill primary school in drawing up a clear enrolment policy:

1. Available space in classrooms and play areas.
2. Availability of Grants and Teacher resources. The School depends on grants and teacher resources, provided by the Department of Education and Science and operates within the regulations enforced from time to time by the same Department.
3. Educational needs of the children.
4. The presence of children with special educational or behavioural needs.
5. Department of Education directives on maximum class averages and on the minimum age for school enrolment. The Board **will not consider** enrolling a child unless they have reached their 4th Birthday by **the last day of March i.e 31st March**.
6. A child being enrolled/transferred from another school must also have been 4 yrs old by the **31st March** in their **very First** year of attending their **very First** Primary School. This will ensure that they are enrolled in their correct age specific class.
7. **Directives from the Board of Management:** In keeping with the B.O.M wishes the school will accept 1 class of no more than 30 pupils per class for this school year 2018/2019. The B.O.M. also reserves the right to change this intake number at any time should the need arise for any reason.

(This will be reviewed on a yearly basis)

What are the school's enrolment criteria?

Based on the factors listed above, the Board has stipulated clear criteria for enrolment. These are listed below in order of the priority afforded to each. These criteria will be used to prioritise children, who have reached the stipulated age and who have followed the required application procedures for enrolment should the applications for enrolment outnumber the places available.

1. Brother/sisters of current pupils and children of staff members.
2. Children who are refused on age grounds in the last academic year who have re-applied and satisfy current enrolment criteria.
3. Children from the local area will be enrolled according to descending order of age.
4. Children of past pupils.
5. All other applicants.
6. In the event of the number of children in any of categories 1-5 above outnumbering the remaining available places, the age of applicants will be taking into consideration.

Further Clarifications

The following conditions will also be adhered to by the Board:

- The Board is not obliged to consider applicants which **do not adhere to the stipulated procedure**, are late or incomplete, and those which do not include the relevant documentation.
- **Children with special needs** will be enrolled in accordance with the level of resources provided by the Department of Education and Science to the Board of Management. In the event of an application for a child with special needs, the Board will request a copy of the child's medical/psychological report or a professional assessment of the child's needs. The Board will meet to determine how best the needs specified can be met by the school. Where the Board deems that further resources or personnel are required, it will, prior to enrolling the child, request such resources from the Department of Education.
- **Pupils may transfer from other schools**, subject to available places, in accordance with the stipulations of Sessiaghoneill Enrolment Policy, Department guidelines and local agreements with other schools. The Department states that a parent may transfer a child from one National school to another at any time of the year, either with the consent of the

Minister or when a transfer is made because of the change in the ordinary residence of the child. Application from other schools in the parish and surrounding parishes will only be considered if the Board is convinced that in such circumstances after the school has been furnished with all relevant information regarding attendance and progress, under the terms of the Education Welfare Act 2000. The school also requires a letter from the child's present school indicating the principal's awareness of their intention to change school.

Application Procedure for Enrolment of a Child.

- A. Parents seeking to enrol their children in Sessiaghoneill N.S. for September 2018 are requested to complete the enrolment application form either collected or sent from the school and return it before the stipulated closing date.
- B. The Board of Management will meet after this date to assess all applications and, in the event of more applicants than available places, will apply the enrolment criteria.
- C. Parents will be informed in due course of the decision of the Board, by telephone call.
- D. Parents accepting a place at the school must forward a birth/adoption certificate and a baptismal Certificate (in the case of Catholic children) to the school. These documents will be photocopied and the originals returned by hand. **The child will be registered under the name which appears on the birth/adoption certificate.**

Please note that completion of an application form or placing your child's name on a list, however early, does not confer an automatic right to a place in the school.

Appeals Procedure

Parents who are unhappy with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. If unhappy with the result of this appeal, one may then appeal to the Department of Education and Science on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school.

This enrolment policy will be reviewed by the Board as deemed necessary.

Ratified by the B.O.M. on _____

Signed: _____

Patrick Watters, Chairperson, BOM, Sessiaghoneill N.S.