

ENROLMENT POLICY

Ringaskiddy Lower Harbour National School is a co-educational primary school under the patronage of the Cork and Ross dioceses. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual.

There are 4 full time class teachers, including the principal, 2 resource teachers/learning support teachers and 3 fulltime and one part-time Special Needs Assistants employed in the school. The school caters for the full range of classes from Junior Infants to Sixth class.

Ringaskiddy Lower Harbour National School operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Science. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation.

Application Procedure

The Board of Management will communicate generally to the school community through appropriate channels, local newspaper, school website and parents letters to outline the application for enrolment procedures.

Parents seeking to enrol their child in Ringaskiddy Lower Harbour National School should return a completed enrolment application form (available in the office) with an original birth/adoption certificate to the school by end of January each year. Parents will receive a letter of acceptance in February and will be invited to an open evening in the school in February, children are invited to attend an induction morning in June of each year.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of Ringaskiddy Lower Harbour National School 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 the children.

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

Decision making

Decisions in relation to application for enrolment are made by the Board of Management. Parents will be notified of acceptance of their children and as a general principle, children will be enrolled on application provided that there is space available and the child has reached his/her 4th birthday though compulsory attendance does not apply until the child is six years of age. Parents will be written to confirm their child's place within 21 days of the closing date of applications.

To assist the school in such circumstances of overcrowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size of and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment:

- A. Brothers and sisters (including stepsiblings, resident at same address) of children already enrolled with priority going to be oldest.
- B. Children living within the parish – priority oldest.
- C. Children whose home address is closest to the school if the child is normally resident outside of the parish/agreed catchment area.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and school's enrolment policy.

Children with Special Needs

Children with special needs enrolling in Ringaskiddy Lower Harbour National School will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management

The Board of Management may request a copy of the child's medical and/or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

The school will meet with the parents/guardians of the child with special educational needs to discuss the school's suitability for the child. If necessary a full case conference may be called including parents, class teacher, learning support teacher, resource teacher and psychologist, Occupational Therapist or social workers as appropriate.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

Appeals Procedure

Parents who are dissatisfied 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. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Ratified by Board of Management on _____
Date

Signed _____
Chairperson, Board of Management

Signed _____
Principal