



## Our Lady of Lourdes National School Hospital Hill, Bunclody, Co. Wexford

Phone / Fax 053 - 9377380

bunclodyns@gmail.com

www.bunclodyns.com

School Roll Number: 03633H

**Rev. Laurence O'Connor**

Chairperson  
Board of Management

**Mr. James Roberts**

Principal

**Mr. John Byrne**

Treasurer  
Board of Management

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### Enrolment Policy

#### Introduction

This enrolment policy is set out in accordance with provisions of the Education Act (1998), the Equal Status Act (2000) and under the guidance of the school's Patron. This policy was formulated following consultations with parents, staff and members of the Board of Management and revised during May 2011.

The Board of Management trust that this will assist parents and guardians in matters relating to enrolment. The Chairperson of the Board of Management, Rev. Laurence O'Connor, and the principal of the school, Mr. James Roberts, will be happy to clarify any further matters arising from the policy.

Our school is a co-educational Catholic school and belongs to the parish of Bunclody. The patron of the school is the Bishop of Ferns. Currently we have a staff of 18 teachers (11 class teachers, Language Support, two RTT Learning Support Alleviation posts, Learning Support Teacher, Resource Teacher and Principal). The school caters for pupils from Junior Infants to Sixth class.

It is the Mission and purpose of Our Lady of Lourdes National School to provide an education which has at the centre of its organisation, activities and relationships, values that reflect the ideals of the life and teachings of Jesus Christ. We aim to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. We will endeavour to enhance the self-esteem and wellbeing of everyone in the school community, to offer a supportive environment where opportunities for development are encouraged and to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

Our school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations, laid down from time to time, by the Department. School policy has regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- equality of access and participation in the school;

- parental choice in relation to enrolment;
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

If the intention is to enrol in less than 21 days (e.g. having moved into area), then an **Enrolment Application Form** (see appendix two) may be requested. For these applicants, stage two begins immediately. All Junior Infants enrol on the first day of the school year. Pupils enrolling in other classes may do so at any time of the year, in consultation with the Principal, subject to school policy, available space and in some cases, the approval of the Department of Education and Skills. Places, except in a case of change of residence, are not normally allocated to students transferring from another school in the locality.

## **Application Procedure**

### **Stage One**

Parents who wish to enrol pupils in Junior Infants should indicate their interest or intention of enrolling their child / children in the school. This can happen at any time between the birth of the child, the family moving into the area and the start of stage two. The school will furnish the parents with the **Notification of Intention to Apply Form** (see appendix one).

These completed forms will be stored on file in the school.

### **Stage Two**

Parents who have registered their intent to apply, in stage one, will receive an **Enrolment Application Form** (see appendix two) in February along with a copy of the school's Code of Behaviour and Enrolment Policy, which they are asked to read carefully. Enrolment details are circulated to all parents who may be able to pass the information on to relatives or neighbours. Enrolment details are also announced in the parish newsletter, published on the school's website and through the school's HSCL. Advertisements for enrolments will begin in the first week in February. Enrolment forms must be returned to the school by the last day of March each year. Only those forms that have been completed in full, and accompanied by the relevant supporting documentation, will be considered.

### **Stage Three**

The Principal and the Chairperson, acting on behalf of the Board of Management will then consider all completed applications using the parameters listed below and will issue decisions within 21 days of the closing date for return of completed Application Forms.

This procedure is based on instruction from the Patron.

- Completion of the Form does not guarantee a place in the school.
- Early completion of the Form is not a factor in the allocation of places at the school.
- All applicants for junior infants must have attained their 4<sup>th</sup> birthday on or before the first day of May in the year of admission.
- The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2)(d) of the Education Act 1998, give consideration to the following:

- a) The number of places available in the school which in turn involves but is not limited to the number of pupils expected to leave the school, the size of all classrooms, the deployment of teachers and the resources of the school.
- b) The religious denomination of the child
- c) The place of residence of the child.

When there are too many applications for enrolment for the places available in the school the following criteria will be used to prioritise children for enrolment:

- (a) Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest
- (b) Catholic children living within the parish boundary
- (c) Catholic children living outside the parish boundary who do not have a Catholic school within their own parish boundary
- (d) Children of current school staff – priority to oldest
- (e) Other children living within the parish boundary
- (f) Other children living outside the parish boundary

In the event that there are more applicants within any category than there are available places, priority will be given to children within the particular category in order of age, starting with the oldest.

The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. Applicants retain the right to appeal such a decision.

All applicants will be informed, in writing, of the Board's decision within the specified time period (namely 21 days from the end of the enrolment period).

### ***Appeal Procedure***

A subsequent review of a decision by the Chairperson and Principal may be requested, generally on the grounds only of additional information not previously submitted at the time of application.

Unsuccessful applicants will be advised of their right to appeal the decision of the school under Section 29 (1) (C) of the Education Act 1998. In this case, the unsuccessful applicants can appeal locally to the Board of Management, and if necessary, to the Department of Education and Skills.

### **Stage Four**

Successful applicants will be advised, in writing, of the offer of a place, and will be asked to accept the place by completion of the **Registration Form** (see appendix three) within 21 days.

Parents of successful applicants are requested to attend a Parents' Information Evening. They will meet the class teacher, the Principal and the Chairperson of the

Board of Management. Parents will receive an introductory pack. They will have an opportunity to see the classroom and school and to discuss what to expect as their child starts primary school.

Successful applicants will receive an invitation to an Induction Day in the summer term. They will get an opportunity to see the classroom, meet the teacher and other pupils and engage in some classroom activities.

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

In relation to applications for the enrolment of children with special needs, the Board of Management will request a copy of the child's medical record and/ or psychological report. Where such a report is not available, the Board will request that the child be assessed immediately. The purpose of the assessment 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.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to, or the provision of, any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services etc.

*It is essential that parents and guardians of children who have, or may have any special needs, to inform the school at the earliest opportunity in order that the school can prepare adequately for the reception of the child. This disclosure is essential and will not, in any way, affect admission of the pupil.*

The school will meet with the parents of the child to discuss the child's needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Education Needs Officer (SENO) or psychologist, as appropriate.

### **Rules and Responsibilities**

It is the duty of the Board of Management to ensure that each application is considered in a fair manner and that it supports the guidelines set out in this policy. The HSCL is responsible for distributing enrolment forms along with the school's introductory pack. Parents have a duty to read the school's ethos, rules and regulations, and accept and abide by them.

### **Implementation Date**

This policy was ratified by the Board of Management at a meeting on Monday 30<sup>th</sup> May 2011 and takes effect before enrolment of the class starting in Autumn 2012.

### **Timetable for Review**

This policy will be reviewed again in the spring term 2012 or when new guidelines are issued from the Department of Education and Skills.

## **Ratification and Communication**

Once approved by the Board of Management, this policy will be distributed to parents wishing to enrol their child/children in this school.

### *Appendices:*

- 1. Notification of Intention to Apply Form*
- 2. Enrolment Application Form*
- 3. Registration Form*

Appendix 1

**Our Lady of Lourdes National School**

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Notification of Intention to Apply for Enrolment

Child's name	
Date of birth	
Name of Father	
Name of Mother	
Full postal address	
Telephone numbers	Home Father's mobile Mother's mobile
Email address	
Requested date of entry to the school	

**This is not an application form and does not form part of the selection process. This form is not confirmation of a place in the school. Enrolment applications will be sent to you at the address above in the month of February before the September enrolment.**

*Please read and sign the declaration below.*

Declaration

*I / we wish to give notice of our intention to apply for enrolment in respect of \_\_\_\_\_, (applicant pupil) to Our Lady of Lourdes National School, Bunclody in the school year \_\_\_\_\_ in accordance with the above information and request that an application form be sent to me / us at the appropriate time.*

*I / we understand that this notification places the applicant child on a list of those requiring enrolment Application for the stated year.*

*I / we understand that this notification does not offer any preferment to the applicant pupil and does not guarantee a place for him / her either for the year requested or any other year.*

*I / we understand that it is our responsibility to communicate to the school any change in our correspondence address.*

*Signed: \_\_\_\_\_ (Father / Mother / Guardian)*

Appendix 2



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**Enrolment Application Form**

<b>Child's name in full</b> <i>(as on birth certificate)</i>	
<b>Date of birth of child</b>	
<b>Full postal address</b>	
<b>Contact Telephone Numbers</b>	
<b>Mother's name in full</b>	
<b>Father's name in full</b>	
<b>Guardian's name in full and relationship to child</b> <i>(if applicable)</i>	
<b>Name &amp; address of previous school</b> <i>(if applicable)</i>	
<b>Reason for transfer</b> <i>(if applicable)</i>	
<b>Religious Denomination of child</b>	

Please find attached a copy of our school's current Code of Behaviour. We ask you to read this document carefully and to sign below, indicating that you **understand and accept the rules and procedures outlined.**

We wish to apply to the Board of Management of Our Lady of Lourdes National School to consider our child for enrolment in the school year 2012/2013.

We have read and accept the Code of Behaviour of the school.

The information given in the form above is accurate.

**Signed:**

**Mother of child:** \_\_\_\_\_

**Father of child:** \_\_\_\_\_

**Guardian of child:** \_\_\_\_\_  
*(if applicable)*

**Date:** \_\_\_\_\_

*A **Registration Form** will be sent to you for completion when the school receives this completed Enrolment Form*

Appendix 3



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**Registration Form**

The information requested below is to inform the school authorities, the principal and the class teacher, in the interest and well being of the applicant pupil. It is important to be accurate and honest when completing it.

<p><b>Child's name in full</b> <i>(as on birth certificate)</i> <i>This is the name that must be entered on the roll book.</i></p>	
<p><b>Name you wish your child to be called in school</b> <i>e.g. shortened Christian name or surname that has changed</i></p>	
<p><b>Date of birth of child</b></p>	
<p><b>Full postal address</b></p>	
<p><b>Email Address</b></p>	
<p><b>Home Telephone Numbers</b></p>	<p>Home:  Mother's Mobile:  Father's Mobile:</p>
<p><b>Work phone numbers or any mobile phone numbers</b> you wish to make known to us. Please specify if these are for mother, father or</p>	

both.	
<p><b>Two other contact people.</b>          These may be a child minder, neighbour, grandparent, etc.          Please give name and contact phone number for each.  <i>You will be asked to update this information annually.</i></p>	<p>1.</p> <hr/> <p>2.</p>
<b>Mother's name</b>	
<b>Father's name</b>	
<p><b>Older Brothers/Sisters enrolled in the school:</b>          (this will ensure that text messages are only sent once to a family)</p>	
<p><b>Previous schools attended</b> (Montessori, Nursery School, Play School, Special School, Other National School etc)</p>	

<p><b>Details of marital breakdown and legal access</b> (if applicable)</p> <p>include copies of court orders if necessary</p>	<p><i>Children have a right to be supported in their education by both parents. The school facilitates communication with all parents. In families with separated parents, it is particularly important to have considered whether both parents or one parent will have contact with the school. Please consider who will attend parent / teacher meetings, who will receive day to day notes and newsletters, who will sign permission slips, who will pay school bills. This will differ in every family. Please discuss this with the school and make your decisions clear in writing below.</i></p>
<p><b>Religion:</b> (Please attach photocopy of Baptismal Cert. if Christian, if original is given to the school a copy will be made and the original returned to parents)</p>	
<p><b>Nationality:</b></p>	

<p>Does your child have any <b>special educational needs or requirements</b>? If so, please elaborate:</p> <p><i>It is essential that parents and guardians of children who have, or may have any special needs, inform the school at the earliest opportunity in order that the school can prepare adequately for the reception of the child. This disclosure is essential and <b>will not, in any way, affect admission</b> of the pupil.</i></p> <p><i>Please continue on another page if necessary.</i></p>	
<p>Does your child have any <b>language difficulties</b>? If so, please elaborate:</p> <p><i>English not first language? Speech disorder? Stammer? Pronunciation problems? Attending Speech &amp; language therapist?</i></p> <p><i>Please continue on another page if necessary.</i></p>	
<p>Does your child suffer from any <b>hearing or sight difficulties</b> that you are aware of? If so, please elaborate:</p> <p><i>Please continue on another page if necessary.</i></p>	

<p>Does your child suffer from any <b>medical conditions or allergies</b>?</p> <p>Does your child have any special <b>dietary needs</b>? If so, please elaborate:</p> <p><i>Please continue on another page if necessary.</i></p>	
<p><b>Details of any medication presently taken by child</b> <u>Please note the school takes no responsibility for administration of medication.</u></p>	
<p><b>Name, address and phone number of family doctor</b></p> <p><i>In cases where emergency medical attention is required an ambulance will be called.</i></p>	
<p>Do the teachers have permission to <b>administer basic first aid</b> and / or <b>contact a doctor / dentist</b> should your child have an accident / medical emergency while in school or on school related activities outside the school?</p> <p style="text-align: center;"><b>Yes / No</b></p> <p style="text-align: center;"><i>Please circle</i></p>	
<p>Do you give permission for your child to go <b>on local educational outings in the Bunclody area</b>? e.g. to the library or another school within walking distance. Parents will be asked to give written permission for each outing outside Bunclody town as they arise.</p> <p style="text-align: center;"><b>Yes / No</b></p> <p style="text-align: center;"><i>Please circle</i></p>	
<p>Do you give permission for Our Lady of Lourdes NS to <b>issue basic information about your child to other educational or health agencies</b>? <i>E.g. Name, address, date of birth, class, telephone numbers and parents' names.</i></p> <p style="text-align: center;"><b>Yes / No</b></p> <p style="text-align: center;"><i>Please circle</i></p>	

Do you give permission for **your child to be included in small group work with education support teachers**? This is not an indication that your child is struggling with learning. From time to time we are able to facilitate small group work on specific topics. If your child is struggling, you will be informed and your permission may be sought at that stage for individual learning support.

**Yes / No**

*Please circle*

**Signed:**

Mother of child: \_\_\_\_\_

Father of child: \_\_\_\_\_

Guardian of child: \_\_\_\_\_ (if applicable)

Date: \_\_\_\_\_

Please return this form to the school and include copies of:

- **Child's Birth Certificate** (compulsory)
- Baptismal Certificate (if applicable)
- Medical reports (if applicable)
- Educational reports (if applicable)
- Psychologist / psychiatric reports (if applicable)
- Therapist Reports e.g. Speech & Language (if applicable)
- Court orders (if applicable)

*(A copy will be made and the original returned to you)*