



**Scoil Oscair CNS**



## **Scoil Oscair Community National School (CNS), Tor an Ri Walk, Lucan, Dublin 22.**

### ***Enrolment Policy 2014-2015***

#### **Introduction**

This policy is set out in accordance with the provisions of the Education Act, 1998. The manager and principal trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the manager and the principal teacher will be happy to clarify any further matters arising from the policy.

#### **General information**

The primary focus for Scoil Oscair CNS is to create a school which encourages excellence in education with a promise to help every child achieve to the fullest of their own particular potential. Our environment is child centered, adaptable and fluid with a focus on fostering individual learning techniques, which will inspire and help identify and develop the various talents held by each unique student.

Scoil Oscair CNS embraces and fosters diversity and independent thinking where respect and a healthy appreciation of ethnic, cultural and religious differences are regarded as the norm, not the exception. In collaboration with parents who are the primary educators Scoil Oscair CNS operates parallel to their wishes, complimenting and reinforcing their respect for a multi denominational society where mutual respect for beliefs is paramount in the entire educational process. We believe the children entrusted to our care are rewarded with a multi-belief school, which promotes the very best of all religions and belief systems thus ensuring they develop in a collegial environment, which promotes academic and spiritual excellence.

Scoil Oscair CNS offers a dynamism that suits the modern child. I.T., an essential skill - is encouraged and promoted, thus ensuring it becomes tool for the new innovators in a world that becomes more globalised every minute. Students focus on the language of technology, but they also have a solid platform of the basics centered around the three R's. These will provide a solid incremental platform from which these young minds can emerge ready for the challenges that our fast paced world presents.

The process of development is a uniquely collaborative challenge. It is our promise to do the very best by every child, but success cannot be guaranteed without all the partners operating in unison as Scoil Oscair CNS strives to provide the most positive of educational experiences for our students. Scoil Oscair CNS recognises parents as the primary educators and collectively, Scoil Oscair CNS works together with parents to understand their child's individual needs, to modify and create optimum conditions for their child's academic and holistic progression.

Scoil Oscair CNS will operate within the regulations laid down by the Department of Education & Skills and will follow the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

Scoil Oscair CNS is a co-educational primary school, which is under the temporary patronage of The Minister for Education & Skills, Mr. Ruairí Quinn. When the amending legislation is in place, Dublin and Dunlaoghaire Education Training Board (DDLETB) will assume patronage of Scoil Oscair CNS. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Oscair CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Scoil Oscair CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Scoil Oscair CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the whole school community and the wider community in which they live. As part of its ethos, Scoil Oscair CNS welcomes children from all faiths and none. In common with the other Community National Schools under DDLETB patronage, Scoil Oscair CNS will recognise the wishes of parents to have their children receive religious education, or morality based education as an integral part of the school curriculum. Scoil Oscair CNS opened in September 2012. The school is currently in temporary accommodation. It is envisaged that we will be housed here for the next 3 years. It is then planned to build our permanent building on a site close to our current location. This is yet to be confirmed by the Department.

Scoil Oscair CNS currently has Junior Infants only in the school but it will grow each year until we reach 6<sup>th</sup> class in 2021.

Under DDLETB patronage, a management board will be established. In the interim, Scoil Oscair CNS will continue to be managed by a single manager. The manager/board of management will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Child Protection Procedures outlined in Circular 0065/2011. The manager/board of management will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

In view of the pilot nature of the new patronage model and population change within the area served by the school, this admissions policy will be subject to regular review and possible change.

Classes commence at 9 a.m. and finish at 1.40 p.m. for Infants.

## 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 requirements
- To make an accurate and appropriate assessment of the capacity of the school 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.

## Legal Framework

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall ....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the board of management shall “publish .... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the school having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a board of management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the board of management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 \*Sections 5 & 7 (2)+ prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

## Goals

Scoil Oscair CNS shall have in place appropriate channels of communication and procedures

- To inform parents about the school, it's programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our ethos, our mission statement & current legislation
- To specify what information is required by the school at the time of application

## Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects and celebrates the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources, financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

### ***Roles and responsibilities in developing and implementing this policy:***

#### **Roles of board of management/ single manager**

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the principal/board.
- To prepare (and submit to the Education Welfare Board) a statement of strategies regarding attendance. The statement of strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the board of Management proposes to adopt
  - a) For the purposes of fostering and appreciation of learning among students attending the school and
  - b) Encouraging regular attendance at the school on the part of all students

## Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board.
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the trustees and the Department of Education setting out title and address of each and advising of time limits

## Role of Teaching staff

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about special needs curricular matters and information to the attention of the principal, deputy principal, (when appointed) special needs teacher
- To keep parents informed through the regular parent / teacher meetings and school reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

## Role of Students

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

## Role of Parents

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

## Policy Considerations

The manager/board of management of Scoil Oscair CNS will be guided by Departmental guidelines on class size and age appropriateness.

Scoil Oscair CNS will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstance.

## Enrolment Procedures

These procedures will be subject to regular review by the manager/board of management.

Junior Infants starting school will normally not be enrolled after 30 September.

Due to the multid denominational nature of the school, we will not define a catchment area until it becomes apparent which areas our school needs to serve. There is limited choice in relation to school patronage in the surrounding areas and therefore our catchment area is broad. However, in the majority of cases, people are satisfied with their local primary school and enrolments for Scoil Oscair CNS tend to come from children in the houses local to the school and neighbouring areas.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, the school has developed the following categories. Priority will be given to children that meet any or all of the criteria in category 1. If there are still places available in the school after all children in category 1 have accepted a place, the school will offer places to children in category 2. In the case where the number of children who meet the criteria for category 1 exceeds the amount of places we have to offer, all category 1 children will be ordered according to chronological age. Priority will be given to the eldest children.

### Category 1:

- Brothers and sisters (including step-siblings, resident at same address) of children applying for each year group

*or*

- Children of current staff members

### Category 2:

- All other children

Dates and times will be forwarded to applicants. Enrolment forms are obtainable from the school administrative office in Scoil Oscair CNS. Enrolment forms can be requested by emailing [scoiloscair@ddletb.ie](mailto:scoiloscair@ddletb.ie) or can be downloaded from the school website: [www.scoiloscaircns.ie](http://www.scoiloscaircns.ie)

Requests for enrolment forms should be made to:

*Admissions,  
Scoil Oscair Communtiy National School,  
Tor an Ri Walk,  
Balgaddy.  
Lucan,  
Dublin 22.  
Telephone: 014576710/ 086 4118650*

***Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with the enrolment policy. Application forms will only be accepted from 1st September, the year prior to enrolment.***

## **Return of Forms of Acceptance**

Letters of offer for places will be made by post at the beginning of January, 2014/2015. All completed acceptance forms must be returned to the address shown above, within one week of the letter of offer. It is the duty of parents to ensure that, by that date,

Scoil Oscair CNS has:

1. An original long form Birth Certificate (together with a photocopy)
2. A fully completed acceptance form with the required deposit.

If the school does not receive this documentation by the nominated closing date, the board of management/single manager will assume that the place is not being accepted and the place will be offered to the next child on the waiting list.

## **Waiting List**

Unsuccessful applicants will be informed in writing by post of their place on the waiting list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and board of management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. This policy will be reviewed in September 2015.

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

Mr Ian Murphy

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