



*Parteen National School*

*Parteen*

*Co. Clare*

[www.parteenschool.ie](http://www.parteenschool.ie)

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*(061) 340457*

*Principal: Gerard Ruane*

*Deputy Principal: Mairéad Guckian*

## **Admissions Policy**

**This Admissions Policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management Parteen N.S. trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, and the principal teacher, will be happy to clarify any further matters arising from the policy.**

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

**Parteen N.S. operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.**

<i>School Name:</i>	<b>Parteen N.S.</b>
<i>School Roll Number:</i>	<b>16946D</b>
<i>School Address</i>	<b>Parteen, Co. Clare,</b>
<i>Telephone No.:</i>	<b>061-340457</b>
<i>Denominational Character:</i>	<b>Roman Catholic</b>
<i>Name of Patron:</i>	<b>Catholic Diocese of Limerick</b>
<i>Total No. of Teachers:</i>	<b>14 mainstream teachers, six support teachers</b>
<i>Range of Classes Taught:</i>	<b>Junior Infants to Sixth Class inclusive</b>
<i>Gender Orientation of School</i>	<b>Mixed</b>

**The 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 Sections 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; and**
- **respect for diversity of values, beliefs, traditions, languages and ways of life in society.**

## **SECTION 2: ENROLMENT**

### **Application Procedure**

The school has a specific initial application form for admission. Application forms are available from the school secretary. When an application form is handed out this policy is given with it. Parents / Guardians are required to fill in the Application Form and send it to the school before 3 p.m. on the 1<sup>st</sup> of February for entry the following September. This applies to all classes.

When this application form is received the school secretary will post an acknowledgement to confirm receipt of the application form.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not in any way confer a right to a place in the school. The selection criteria are described below.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of a registration form also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent, by the Board of Management, to parents/guardians of successful applicants. The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enroll.

Failure to fully complete an enrolment application form or the registration form will result in refusal to admit the applicant.

Parents/Guardians who do not take up an offer of a place for their child and wish to enroll another year must reapply.

### **Decision Making**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 working days of the closing date for the receipt of applications.

The Board will have regard for relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board is bound by the Department of Education's *Rules for National Schools* which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enroll in Parteen N.S. must have reached the age of 4 years by September 1st of the year they commence school.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school on the first day of school, unless a child is transferring from another school because they have moved to the area.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. Applicants with siblings currently enrolled in the school .If the class is oversubscribed on the basis of this criterion, places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
2. Children residing (main place of residence) in Parteen catchment area, priority eldest. The catchment area is defined as those homes with a postal address of Parteen or Ardnacrusha as confirmed by a utility bill.
3. Children of staff members, priority eldest.
4. Independent random selection – names will be put into a hat and an independent person will select the names from the hat. Parents of the children involved will be invited to attend.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

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

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

Parteen N.S. embraces and values the contribution of children with Special Educational Needs to the learning environment and daily life of our school. On enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the

**child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and physical needs of the child relevant to his/her disability or special needs and to provide 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 Special Education Needs Organiser (NCSE see Circular 01/05) 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 disability access and others.**

**The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those 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 Educational Needs Organiser or psychologist, as appropriate.**

**It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child under Health and Safety until such matters are addressed with the assistance of the Department of Education and Science.**

## **Pupils Transferring**

**Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.**

**Such applications will only be considered for admission on the first day of each new school year unless the applicant is newly resident in the area.**

**In line with Primary Circular 32/03, Section 3.1 pupils who have completed sixth class in another primary school will not be allowed to repeat sixth class.**

## **Code of Behaviour**

**All offers of enrolment are subject to acceptance of the School's Code of Behaviour, as well as the school's designated policies on Curriculum, Organization and Management.**

### **SECTION3: APPEALS**

**The Board of Management of Parteen N.S. .in compliance with section 19(3) of the Educational Welfare Act 2000, will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/ guardians in writing of that decision.**

**If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.**

**If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian 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. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.**

## **SECTION 4: POLICY RATIFICATION**

**Ratified by the Board of Management on 5/6/14**

**Signed:**

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**Chairperson**

**Review on 5/6/17**