



Enrolment Policy

Introduction

The purpose of this policy is to inform parents/guardians of the procedures for enrolment in Scoil an Linbh Iosa.

The Board of Management ("the Board"), in accordance with the provisions of the Education Act 1998 and the Education Welfare Act 2000, hereby details its enrolment/admission policy. In the drafting of this document the Board acknowledged its responsibilities under the said Acts.

This policy should be read in conjunction with the following policy documents, approved by the Board:

- Anti Bullying policy
- Code of Behavior
- Homework policy

Scoil an Linbh Iosa endeavors to meet the needs of the local community in its catchment area which is defined as follows:

The village of Prosperous, Curryhills, Killybegs, Cott, Landenstown, Goatstown, Downings North, Downings South, Moods, Graigues, Coolree, Blackwood – south of the Slate river. In addition and by tradition children from the townland of Ballinafagh in the parish of Staplestown attend Scoil an Linbh Iosa

General Information

Details	Scoil an Linbh Iosa. Prosperous, Naas, Co Kildare
Telephone	☎ 045 868660 Fax 045 892546 email enquiries@prosperousns.ie
Opening hours	9:20 am. to 2:00 pm. – infant classes 9:20 am. to 3:00 pm. – all other classes
Religious denomination	Roman Catholic under the patronage of the Bishop of Kildare and Leighlin
Staff numbers	26 teaching staff including the school principal; 5 learning support/ resource teachers; 19 ancillary staff, including Special Needs Assistants, caretaker and secretaries.
Range of classes	Scoil an Linbh Iosa is a co-educational school with classes from Junior Infants to 6 th . In addition there are 2 special classes for children with autism.
School funding	Scoil an Linbh Iosa is dependant on The Department of Education and Science ("the DES") for the provision of teaching resources and various grants and operates within the regulations laid down, from time to time, by the DES. The Board seeks voluntary subscriptions from parents/guardians where the level of funding provided by the DES is insufficient to meet its costs. The Board is obliged to operate within the combined level of funding available at any point in time.
Programmes	Scoil an Linbh Iosa follows the curricular programmes prescribed by the DES which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998)

Scoil an Linbh Iosa welcomes children of all faiths and none while having due regard for the Catholic ethos and support the principles of:

- Inclusiveness and diversity
- Equality of access and participation
- Parental choice in relation to enrolment

Procedures for Enrolment

1. Application procedure

The Board has drawn up the accompanying enrolment form so as to provide a detailed profile of every pupil. Parents are required to return this form together with the child's birth certificate, 1 passport size photograph, baptismal certificates where appropriate and proof of address. (e.g. current utility bill). Failure to complete the form in full will result in any such application deemed ineligible for consideration.

Forms will be available from the school in January for enrolment in the school year commencing the following September.

A. Enrolment for Junior Infants

In January the Board will publish a notice of the Junior Infant enrolment time frame in the Leinster Leader and in the weekly Prosperous church bulletin detailing the cut off time for receipt of enrolment forms.

B. Pupils transferring

In the event of an application being received for immediate enrolment/pupil transfer the Board will endeavor to facilitate such enrolment subject to the capacity constraints of the school at that particular time and the Departments' general policy on enrolment. The Principal teacher reserves the right to contact the school from which the pupil is transferring to request such information as he/she deems necessary.

2. Enrolment of children with special needs

It is a policy of the Board to request a copy of the child's medical and/or psychological report where available. 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.

The Board will assess how the school could meet the needs specified. Where the Board deems that further resources are required, it will request the DES to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.

These resources may include, for example, access to or the provision of the following : speech and language therapy, occupational therapy, behavior therapy, specialized training for staff, visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport services or other.

The school principal will meet with the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties will be held, which may include parents/guardians, principal, class teacher, special class teacher, resource teacher for special needs, psychologist or other clinicians as appropriate.

Enrolment into Special classes for children with autism (ASD)

Scoil an Linbh Iosa has 2 classes for children with autism and in accordance with DES guidelines these can accommodate a maximum of 12 pupils.

- Scoil an Linbh Iosa is a primary school and children enrolled into the special ASD classes may have a school placement for their primary school life only (8 school years or until the end of the school year in which they reach their 13th birthday-whichever comes first)
- Only children under the auspices of the Beechpark services will be considered for enrolment
- The criteria applied for enrolment into the ASD classes are as for the mainstream Junior Infants

3. Enrolment of non English speaking children

In the event of an application being received for immediate enrolment the Board will endeavor to facilitate such enrolment subject to the capacity constraints and resources of the school at that particular time and the Departments' general policy on enrolment.

Following consultation with parents/guardians the school Principal will decide as to the class level to which the child will be enrolled. An interpreter may accompany non-English speaking parents/guardians to assist in the enrolment process.

Decision-Making

In allocating places to Junior Infants children who have reached their 4th birthday by May 31st will be given priority according to the stages outlined below:

1. Siblings of children already in the school living in the catchment area
2. Children living in the catchment area
3. Siblings of children living outside the catchment area
4. Children of staff

If at any stage the number of applications exceeds the number of places available then a lottery will take place at that stage.

If having gone through stages 1-4 and there are still places available, subsequent places will be allocated according to chronological order, starting with the eldest (i.e. pupils whose 4th birthday occurs after May 31st) and priority as per stages 1-4

Parents who are not allocated a school placement for their child are entitled to appeal under Section 29 of the Education Act

The Board will take due regard of all relevant guidelines from the Department in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

The chairperson of the Board and /or the school Principal will be happy to clarify any matters arising from this policy document.

Date: January 21st 09