

THE OLD BOROUGH NATIONAL SCHOOL

ENROLMENT POLICY



The purpose of this Enrolment Policy is for guidance towards enrolling children in the school.

The enrolment of any child in the school is at the discretion of the Board of Management, and takes into account the space available in the current and in the immediate future, given the limitations of space and of resources.

The Parish is that area defined by the Church of Ireland grouped parishes of Swords, Clonmethan, Kilsallaghan, Donabate and Lusk.

In the October prior to the September of intended enrolment, the Board of Management will issue the Enrolment Forms to those parents from whom an intention to enrol a child in the school has been received. Each Enrolment Form issued will be furnished with:

- A copy of the Ethos Statement
- A copy of the Enrolment Policy

All Enrolment Forms should be submitted to the school enrolment officer on the approved Enrolment form, within the time specified.

Only such forms that have been fully completed and are accompanied by Birth and Baptismal Certificates will be considered by the Board at its November meeting.

Completion of the Enrolment Form does not guarantee a place in the school.

The Board of Management will, in the light of articles 6 (e) and 15.2 (d) of the Education Act 1998, give consideration to the following factors:

The number of available spaces in the school, which in turn involves:

- The number of pupils expected to leave the school.
- The effect of the intake on the division / paring of classes.
- The deployment of teachers.
- The resources of the school.
- The religious denomination of the child.

- The place of residence of the child.
- Whether the child to be enrolled is a sibling of another already attending the school.
- All applicants for Junior Infants must have attained their 4th birthday by the 31st May prior to the September of the proposed year of entry.

Siblings of pupils already at the school are not automatically entitled to a place in the school.

Enrolments, except in a case of a change of residence, are not generally considered in the course of the school year.

Students who wish to transfer from another school in the locality are not normally allocated a place on the school unless there are special circumstances.

In relation to religious denomination, the following priority is followed:

Category 1:

Church of Ireland children, of whom both parents are Church of Ireland parishioners, living within the Parish boundary.

Category 2:

Church of Ireland children, of whom one parent is a Church of Ireland parishioner, living within the Parish boundary.

Category 3:

Children who are members of churches which are full ecumenical partners of the Church of Ireland (member churches of the Council of Churches, Council of Churches for Britain & Ireland or Conference of European Churches i.e. Baptist, Belgian, French/Dutch Reformed Church, Congregational Federation, Lutheran Church, Methodist Church, Moravian Church, Presbyterian Church, Non-subscribing Presbyterian Church, Old Catholic Church, Orthodox Churches, Religious Society of Friends, The Salvation Army and the United Reformed Church).

Category 4:

Children of other Protestant Christian denominations.

Category 5:

Children who are members of churches which are involved in the Irish Inter-Church Meeting. (i.e. Roman Catholic Church)

Category 6:

Children of other faiths and none.

Within any particular category, if the number of applicants exceeds the number of places available, siblings of pupils already enrolled in the school will be given priority. This priority does not automatically entitle such siblings to a place. Thereafter, age will be a determining factor and places will be offered to the oldest child.

In relation to residence, the Parish boundaries define the catchment area.

Date of birth may be determining factors when applications are being processed.

Applications received on or after the 1st November prior to the proposed year of entry will be deemed late, and will not be considered until all other applications have been processed.

Enrolment of children with disability and/or special educational needs:-

Enrolment for all children, including children with a disability and/or other special educational needs, is governed at all times by the School's current Enrolment Policy. However, the attention of parents of children with a disability and/or other special education needs is also drawn to the following points:

- The Old Borough School is a mainstream national school, and has higher pupil/teacher ratios than those that apply in special schools.
- In general, the teachers in The Old Borough School are trained and qualified to teach in mainstream education. They do not, in general, have any Special Education Needs Teacher training, experience, or qualifications, such as those of teachers in special schools.
- While pupils with special needs can be integrated into a mainstream class, and may be supported by a Special Needs Assistant and Resource teaching, as allowed by the Department of Education & Science, this is not the same as the intensive one to one teaching the pupil would enjoy in a special school.
- An ordinary mainstream school does not have ancillary services enjoyed by special schools, such as speech therapy, occupational therapy and physiotherapy.
- The school does not currently have the facilities specially adapted for pupils with a physical disability, although the school is fully committed to the

provision of these, should any pupil need same and subject to funding by the Department of Education & Science.

- A child with special needs integrated into an ordinary mainstream class will experience the normal day to day happenings, determined by the reality of school life and existing customs and practices. Every child in the school, including those with a disability and/or special needs is bound by school policies, both in existence and those developed from time to time by the Staff and the Board of Management. It is not the School's policy to offer any additional tuition, support and supervision beyond that which is offered to any other pupil in the school at times other than when the school is in operation during the normal school year. The Class Teacher, Resource Teacher and Special Needs Assistant, if any, will periodically be required to participate at Staff Development and Curriculum Training Courses. If professional development events take place within the existing school year, the School will notify parents/guardians that the School will be closed and that all pupils will be in the care of their parents/guardians.
- A child with a disability and/or special educational needs integrated into an ordinary mainstream class will not have any separate or additional provisions put into place in the event of staff illness, absences or whole school events such as pool visits, parish liturgy, etc.
- From year to year the allocation of teachers to classes is focused on the needs of the whole school and consequently the school cannot guarantee long-term continuity or predictability in personnel.

Notwithstanding the above points, the school is committed to providing the best possible educational service to pupils with disability/special education needs. To ensure this, we require:

- A close level of cooperation between parents, the Class Teacher and any other personnel assigned to support the child.
- This is to enable us to provide the best services for the pupil and, to access any additional support/s that may be available, we require parents to supply the school with copies of the most recent psychological and medical reports prior to enrolment. These will be treated in confidence at all times.
- Copies of all relevant assessments and reports should be supplied to the school as these become available on-going basis.
- An assurance from the parents that they understand that our responsibility as a school is primarily to all the children in our care. Therefore if it

becomes apparent to either/both the teacher and parents that the integration of an individual child with a disability/special education needs is having an on-going detrimental effect on the education of the other children in the class or the school, the Board of Management reserves the right to review the enrolment of the individual child.

Acceptance Procedure

Parents will be informed in writing of the offer of a place together with a copy of The Code of Behaviour. To accept the offer, parents must sign and return the attached form confirming their acceptance and their agreement to abide by the Code. Acceptances must be received by the given date. All acceptances must be accompanied by the sum of €50 to cover the full cost of Art and Craft and Book Rental fees due for that academic year.

Local Appeals Procedure

Parents may appeal the Board of Management's decision not to enrol their child. They may write to the Chairperson seeking a review. The review must be lodged no later than twenty-one days from the date of the Board's decision. The Board will consider the review and respond following its next scheduled meeting.

If the Board of Management's response remains unsatisfactory, parents may appeal to the Department of Education and Science under Section 29 of the Education Act. Appeals should be addressed to The Appeals Administration Unit, c/o The Department of Education and Science, Marlborough Street, Dublin 1.

Approved by the Board of Management.

Signed:  _____

Dated: 20th June 2016

Rev. Canon Robert W. Deane, Chairperson, Board of Management