



Kilcoskan National School **Application, Enrolment and Participation Policy**

Introduction:

The Board of Management of Kilcoskan National School hereby sets out this Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. Decisions in relation to applications for enrolment are made by the Board of Management of Kilcoskan National School based on information provided by parents / guardians on the school's Application Form and associated documents and with regard to the conditions and procedures as outlined in this policy document.

General School Information:

Denominational Character: Roman Catholic. Archbishop Bishop Diarmaid Martin is the Patron of Kilcoskan NS.

Name of School: Kilcoskan National School

Address: Kilcoskan, The Ward, Co. Dublin.

Telephone No: 01) 8351508

Current School website and email (Note that these are subject to change from time to time):

www.kilcoskan.com kilcoskanprincipal@gmail.com

The full range of primary school class grades is taught, from junior infants to sixth class and classes are of mixed gender. The school also includes 2 special classes for pupils with Autism. (Please refer to the addendum to this policy for application procedures for enrolment of pupils in these special classes.)

The school depends on the grants and staffing resources provided by the Department of Education and Skills and other relevant agencies and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Classes start at 9.00a.m. and finish at 2.40 p.m. Infant classes finish at 1.40 p.m.

Pupil Breaks and Recreation (as per Department of Education Requirements): 10 minutes in the morning and 30 minutes in the afternoon.

In rare cases, alternative and temporary timetabling arrangements may be made to facilitate the education of some pupils for example those with special educational needs in the school. The school year for all pupils, as per the Department of Education school calendar is 183 school days in normal circumstances.

Rationale and Goals of this Policy:

This policy is issued in good faith and 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 and 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.

Context, Resources, School Organisation & Curriculum:

The school follows the curricular programmes of 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 and the Education Welfare Act.

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects 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 and financial resources and subject to the capacity of the school to provide for the needs of any applicant pupil. It will make every effort to secure those resources – where the resources cannot be secured in a timely manner, the school may refuse admission.

The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department of Education and any additional teaching hours sanctioned by the Department eg. for additional learning needs / special needs, special programmes etc. The school operates within the policies and procedures of the Department of Education. The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programmes for any school year and ongoing the school must have due regard to the teaching, management and administrative resources and the accommodation, space, equipment and funding available to it.

Policy Considerations:

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.

The Board of Management of Kilcoskan National School reserves the right of admission if such admissions contravene relevant guidelines or Board of Management decisions on class size / space etc.

The Board of Management is bound by the Department of Education and Skills' *Rules for National Schools* which provide 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.

Information and parental undertakings required by the school at time of application are as shown on the school's Application form.

The Board of Management of Kilcoskan National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, in compliance with Department of Education policies, procedures and legislation, bearing in mind:

- Integration of children from programs of integration for children in the Kilcoskan NS Autism class to mainstream classes
- Health & safety concerns regarding staff and children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education class size directives
- Appropriate supports and resources that are available
- Time of school year

Procedures for Application / Enrolment:

Where a parent / guardian wishes to apply to enrol a child in Kilcoskan NS in good faith, the parent / guardian acquires a copy of the Application / Enrolment Form directly from the school.

Applications for junior infants must be received by Kilcoskan NS by the 30th September preceding the school year for which you are applying to enrol your child. Applicants to junior infants must be 4 years of age by 1st March preceding their first day of school. Where application forms have not met these requirements this may result in refusal to admit a pupil.

The school is not obliged to enter into communications, written or otherwise, with any parents in advance of an application for enrolment being initiated in good faith by the parent / guardian of an applicant child.

Should prospective applicants seek clarification on matters pertaining to Department of Education policies and procedures, parents will be directed to The Department of Education. All relevant documentation concerning the applicant child's prior educational placement and or development including psychological reports, speech and language reports and any other professional or clinical reports completed on an applicant child may be requested by the school during the application phase. If it is felt that a parent is not cooperative in providing relevant information in this regard, this may adversely affect an application.

Further relevant information may be sought by the school at a later stage.

Admission to the school is, of course, 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 those applying for admission and those already enrolled. The school reserves the right to request a meeting with an applicant child in advance of offering a place if it deems this necessary.

It is the responsibility of parents / guardians of any child to inform the school of any and all additional needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students (including those already enrolled) and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to make reasonable arrangements to meet with or make contact with the school authorities to discuss an application may result in a child being refused admission to the school.

The application process is only initiated upon receipt by the school of a fully completed Application Form. This form must be signed and dated by one or both parents or guardians – and must meet all of the information requirements as detailed on the form. Telephone calls or personal school visits concerning enrolment may be facilitated, but are not in themselves enrolment applications. The Application Form, signed by the Principal, is filed onsite and constitutes the school's Record File of Applications. Applications once received will be acknowledged by email within 21 days of receipt. The acknowledgement of an application merely confirms that it will be assessed within and under the procedures and criteria outlined and does not confer any further status on that application.

If an applicant is refused admission parents will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Only one application may be made per form submitted. If an application is unsuccessful in any given year, a separate individual Application Form must be completed to initiate the application process for subsequent years for every individual child. The school does not hold places for applicant pupils year on year.

From time to time, local arrangements may exist between schools for example Kilcoskan NS, St. Margaret's NS and Mary Queen of Ireland, where numbers of applications in any one year are high / low.

Note: Junior infant places will be allocated annually, in line with the following criteria, during the month of November preceding the September of commencement.

Junior Infant Enrolment Criteria and Decision Making – In line with the School Patron's Procedures:

In the event that the applications for enrolment received by Kilcoskan NS by the cut off date exceed the number of places available for any given year, the following criteria will apply in sequential order:

1. Catholic children living within the region of Kilcoskan / the Chapel of Ease of St. Margarets and brothers / sisters of pupils in the school (past or present).
2. Children of parents who are past pupils of the school / Children of current school staff. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
3. Other children living within the Chapel of Ease of St. Margaret's region.
4. Other children living within the Parish of St. Canices.
5. Other children living outside of the Parish of St. Canices but within 5 kilometers of the school.
6. Other children living outside of the above catchment areas, prioritising those whose home address is closest to the school.

Waiting List 1: Applications submitted by the cut off date which are not allocated a place will be placed on "Waiting List 1" and should places become available (eg. due to parents declining the offer of a place) these applications will be considered as per the criteria above.

Waiting List 2: For applications submitted after the cut off date in advance of the school year being applied for: If there are still vacancies in the junior infant class after the processing of applications submitted on time, as judged by the Board of Management, such applications will be processed on a first come first served basis and in line with the criteria above.

Criteria for Enrolment to Senior Infants to Sixth Class:

In the event that the Board of Management judges that space / spaces and relevant supports are available in classes above junior infants, for any given year, such spaces will be made available to pupils, subject to the conditions as outlined in this policy, upon application for enrolment on a first come first served basis. Applications will normally be processed and written feedback provided to parents within 21 working days of the application being submitted.

Such applications proceed taking note of the required information as provided on and required with the child's Application Form.

Enrolment of Children with Special / Additional Needs in Mainstream Classes:

In relation to applications for the enrolment of children with special /additional needs in mainstream classes, the Board of Management will require a copy of the child's clinical / psychological reports. The purpose of these reports for the school are to assist it in establishing the educational needs of the child relative to his/her special needs and to establish if the supports required can be provided.

Following receipt of the report, the Board will assess how / if 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 reports. 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 or other.

The school will normally meet with the parents of the child to discuss the child's needs and the school's suitability or capability of meeting those needs. Where necessary, a full case conference involving all parties may be held, which may include a combination of parents, principal, support teachers, special class teacher, special needs assistant (SNA), clinical professionals / psychologist, as appropriate, in advance of a decision to enrol being made by the Board of Management.

Refusal:

The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

1. The child has needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the child with an appropriate education or
2. In the opinion of the Board of Management, the child's enrolment poses an unacceptable risk / detriment to other pupils, to school staff or to school property.
3. The school, through circumstances beyond its' control, cannot guarantee that additional supports / resources will be in place for the start of enrolment.

Appeals:

The parents of any pupil who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998, and in such circumstances, are advised in writing of their entitlement to such an appeal. Parents will be informed of Department of Education and Skills Circular 22/2002, which states that appeals "must generally be made within 42 calendar days from the date the decision of the school was notified to the parent."

Appendix 1: Application and Enrolment Policy Considerations for Kilcoskan NS Special Classes for Children with Autism

It is intended that this policy be read as an addendum to the overall Kilcoskan NS Application and Enrolment policy.

The Board of Management of Kilcoskan NS has set out this policy in accordance with the provisions of the Education Act of 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disabilities Act 2002. The Board trusts that by so doing, parents will be assisted in relation to application and or enrolment.

The special class for pupils with autism has been established in accordance with Department of Education and Skills policies on such classes. Enrolment in the class is as per Department of Education and Skills criteria, in that children must normally have a diagnosis of autism which meets the DSM IV or ICD 10 criteria (or an appropriate multi-disciplinary team report stating an equivalent diagnosis / needs) and must normally have a recommendation for autism specific class placement, irrespective of intellectual disability. Applications will generally not be accepted without these requirements. Applications will only be accepted for the class within one year of the pupil's intended commencement date.

The school liaises with the National Council for Special Education. Parents of a child / children who meet the above criteria are eligible to apply to enrol their child / children in these classes.

Applications Procedure:

Applications for places in our special classes for pupils with autism are consistent with the application conditions and procedures for the mainstream school as outlined above, noting the following:

Following Parental / Guardian contact with Kilcoskan NS, a meeting may be arranged. In so far as is possible, all relevant reports on the applicant are to be brought to this initial meeting.

During this initial meeting, arrangements may be made to furnish parent applicants with the school application form, if not already provided. This form, completed in full, is to be returned to the school as soon as possible, usually within 2 weeks of receipt at most.

All pupil placements in the school's special classes for children with Autism, as is best practice, will be reviewed annually to assess if the school can best meet each pupil's needs, in the context of progress made, reports, multi-disciplinary team advice and any other relevant information. This is done with the best educational interests of the child at heart.

The Board of Management's decision on such matters is final.

Aims and Objectives of Kilcoskan NS Special Class for Pupils with Autism:

To provide a quality driven, appropriate education to all children in the class.

To provide a blend of teaching methodologies in line with Department of Education and Skills policy to each child, so that they may engage with the relevant content of the Irish Primary School Curriculum.

To strive towards the inclusion of children in the special class into mainstream education, having regard to their level of special educational needs.

Clinical / Professional supports:

It is not the school's responsibility to source clinical / professional supports for enrolled pupils.

If such services are available to any of the children enrolled in the class the school may, subject to parental consent, facilitate these service providers carrying out their work onsite. The Board of Management reserves the right to withdraw permission for such supports should it deem this necessary.

Evaluation of this Application and Enrolment policy:

The Board of Management will monitor the implementation of all aspects of this policy. This policy will be amended and updated as required and reviewed annually.

Date for Review:

Ratified by The Kilcoskan NS Board of Management:

Appendices:

Appendix 2: Further Points to Assist in the Completion of the Kilcoskan NS Application Form

Applications for mainstream junior infant classes may be accepted at any time in advance of a child's proposed commencement, noting however that a cut-off date of September 31st is used for the first round of application processing in line with the school's criteria.

Applications for classes which may be oversubscribed may be put on a waiting list. Where a place is declined due to over-subscription, names remain on such waiting lists for one year only (from date of receipt of application form), after which parents must reapply to the school.

If a legal agreement / arrangement (eg. for access) is in place regarding an applicant child or an enrolled child, a copy of this must be provided to the school. Any updates to these

arrangements must also be provided to the school for the duration of relevant pupil's enrolment at the school. In the absence of legal arrangements stating otherwise, both parents of separated couples who are listed on a child's Birth Certificate must sign the school's Application Form.

Evidence of shared mother or father must be shown on an applicant child's Birth Certificate or other legal document (Baptismal Certificates will not suffice) to qualify for application consideration under the sibling category.

Only completed hard copy applications are accepted by the school. Emailed applications are not accepted.

Application correspondence from the school will generally be by email but it may be provided in writing, by phone, email, text message or using online platforms. It is the applicant parents' responsibility to provide ongoing accurate and valid correspondence information to the school.

Where submission date becomes relevant to enrolment criteria, if 2 or more applications are received by the school on the same date, the school draws lots as to which takes precedence and the school's decision is final.