



LADYSWELL NATIONAL SCHOOL

Enrolment Policy

Introduction

The Board of Management of Ladyswell National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

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

Ladyswell National School is a co-educational primary school under the patronage of the Catholic Archbishop of Dublin. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life. In the interest of balanced integration, Ladyswell NS is an inclusive school welcoming all children of all faiths

The staff comprises of a number of class teachers, the principal, deputy-principal, resource teachers, learning support teachers, language support teachers, a Home, School Community Liaison teacher, Special Needs Assistants, Secretary and care takers. The school caters for the full range of classes from Early Start to Sixth class.

Children enrolled in Ladyswell National School, are required to co-operate with and support the school's Code of Behaviour/Discipline as well as all other policies. Parents/Guardians are responsible for ensuring that their child/ren co-operate/s with these policies in an age-appropriate way. A copy of the Code of Behaviour is available on the school's website, www.ladyswellns.ie, synthesised in the school journal, and in the office and each parent will be requested to sign an undertaking to uphold the school code of Behaviour and policy at the beginning of each school year.

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 consisted with the Ethos, The Missions 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 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.

Application Procedure

Parents/guardians seeking to enrol their child(ren) in Ladyswell National School should return a completed enrolment application form (available in the office and on the website) to the school, by dates specified by the school, together with

- An original Birth/Adoption certificate
- Proof of address i.e. One current utility bill – Electricity / Gas/ TV Service Provider /Landline Telephone only (dated within two months of registration)

Parents/ guardians will also be requested on application

- to submit any relevant reports in relation to the child
- to sign an undertaking to uphold the school's Code of Behaviour and policy
- to submit any relevant reports from previous schools in the event of a child transferring to Ladyswell National School

Application Criteria

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

- Ladyswell NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.
- Ladyswell NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Admissions to the school is, of course, 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 those who apply for admission. Where the school lacks the necessary resources, to meet the need of any applicant, will make every effort to secure those resources. Where the resources cannot be secured, the school reserves the unfettered right to refuse admission.

It is the responsibility of the parents, guardians of any child to inform the school of any such 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 and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant

information requested but the school or failure to make reasonable to meet with school management to discuss the application may result in a child being refused admission to Ladyswell National School.

The completion of an application form for consideration does not confer an automatic right to a school place.

If a pupil has been removed from the school roll (following DES Guidelines) and wishes to return to Ladyswell National School, an enrolment for consideration form or a letter of application must be re- submitted. The application will then be considered by the Board of Management in accordance with school policy.

Enrolment for Junior Infants

The registration process is initiated on receipt by the school of a completed application form. The school strongly recommends that any child entering Junior Infants should have turned 4 years old by the 31st of March of the same year.

Enrolment for Early Start

In accordance with DES guidelines children must be aged between 3 years and 4 years 7 months on the 1st day of September of the year for which they are enrolled. It is school policy that children must be toilet trained before attending Early Start.

When applications exceed current intake of pupils, the following criteria is used:

- Needs of the family/child
- Recommendation of other agencies
- Brothers and sisters of children currently attending Ladyswell National School

Appeals Procedure

Parents / Guardians who are dissatisfied with an enrolment decision may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents/guardians, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enroll.

Roles and Responsibilities

Role of the Board of Management

- 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 implementation and to make recommendations for improvement where appropriate
- To decide on appeals by parents or students with respect to any decisions made by the Principal/Board
- To prepare (and submit to the Educational Welfare Services) a statement of strategies regarding attendance. The statement of strategies will have regard to guidelines issued by the Educational Welfare Services and will set out the measures the Board of Management

proposes to adopt

- a) For the purposes of fostering an 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 and 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 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 at Ladyswell National School and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parents confirm in writing their acceptance of the Code, and that they shall make all reasonable efforts to ensure compliance with the Code by the child
- 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 Board and the Department of Education within certain 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 to the attention of the Principal and Deputy Principal
- 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 implementation 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 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 implementation and to make recommendations for improvement where appropriate

Approval Date: 10th February, 2023.

Timetable for Review: Reviewed in February 2023, and every two years thereafter.

Due for review on 9th February 2025.

Ratification and Communication:

- Ratified by the Board of Management
- Circulated to all staff
- Circulated to all parents/guardians via Aladdin
- Published on school website.

Signed on behalf of the Board of Management by:

Chairperson: Eithne Woulfe



Date: 10/02/2023