

# **Enrolment Policy** **Cushinstown N.S.**

## **General Information**

This enrolment policy is being set in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, Fr. Seán Devereaux, Parochial House, Cushinstown, Foulksmills, Co. Wexford and the Principal, Mrs. Pauline Weatherhead, Cushinstown N.S., Foulksmills, Co. Wexford will be happy to clarify any further matters arising from the policy.

**School Name:** Cushinstown N.S.

**School Address:** Cushinstown, Foulksmills, Co. Wexford

**Telephone Number:** 051 428612

**Denominational Character** “Cushinstown N.S., a Roman Catholic School (which was established in connection with the Minister) aims at promoting a full and harmonious development of all aspects of the pupil: Intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by a belief in God and in the life, death and resurrection of Jesus Christ. The Catholic School provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the catholic faith.”

**Name of Patron:** Bishop Denis Brennan

### **Teachers in the school:**

Mrs. Pauline Weatherhead, Principal

Ms. Muireann Furlong, Deputy Principal

Ms Valerie Ryan, Special Duties and Special Education Teacher

Ms Michelle O’ Leary, Class Teacher

Ms Leona Finn, Class Teacher

Ms Catriona Hanton, Class Teacher

Ms Anne Breen, Class Teacher

Ms Lisa Fielding, Special Education Teacher

Ms Anna Lucia Bracken, Class Teacher

Mr Eddie McDonald, Class Teacher

Ms Marie McCormack, Class Teacher

Ms Kate Kneafsey, Class Teacher

Ms Vanessa Lacey, Class Teacher

Ms Margaret Kehoe, Special Education Teacher

## **Range of Classes Taught**

There is a full range of classes taught in a co-educational setting.

The school depends on grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down by the Department.

The school follows the curricular programmes prescribed by the Department of Education and Science, 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 the 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.

## **Enrolment Procedures**

### **Application Procedure**

Parents who wish to enrol their children may contact the school by telephone or in person from. An enrolment form as well as a Baptismal Certificate, a Birth Certificate and a utility bill from the given address must be returned to the school no later than 10<sup>th</sup> February 2017. A notice about enrolments will be on the school website at [www.cushinstownns.com](http://www.cushinstownns.com) and in the local papers under Cushinstown Notes. There will also be announcements at masses in Cushinstown Church.

### **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 days of the closing date for enrolments. As a general principle and in so far as is practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available.

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 and Skills' 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.

In the event that applications for enrolment exceed/expect to exceed the number of places available, the following decision-making process will apply. The Board will exercise its discretion in the application of the following criteria. The criteria may include any of the following though not necessarily in this order:

- Whether there are siblings of the proposed new entrant already in the school
- Ages of the children
- Parish Boundaries/Diocesan policies
- First come/first served
- Children of staff members
- Lottery
- Proximity to the School as per direct line on an O.S. map
- Any specific provision for children of ethnic minorities, including members of the travelling community, refugees, asylum seekers, etc.
- Ethos considerations
- Any other

### **Admission Day/Date**

The Board of Management specifies that Junior Infants may only be admitted to the school on 1 September annually or date prior to this when school reopens after summer holidays.

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

In relation to applications for the 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 training needs of the child relevant to his/her disability or special needs and to profile 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 that the Department of Education and Skills 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, specialist equipment or furniture, transport services or other.

The school will meet with the parents of the child 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, special education teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

### **Pupils Transferring**

Pupils may not transfer to the school unless they are moving into the area and can prove so with relevant documents. The class into which they wish to enrol their child must also have adequate provision for an extra pupil.

### **PPS Number Request**

It is not a requirement to provide your child's PPS number with the enrolment form but if any additional resources are required to meet your child's needs, their PPS number is essential. You may provide it now or you may wish to provide it at a later date if required.

### **Notification of Enrolment**

All parents with enrolment forms completed will be notified in writing if they have/have not been offered a place in our school within 21 days of the closing date.

### **Code of Behaviour**

Enclosed please find the Code of Behaviour for Cushinstown N.S.

### **Ratification**

This policy was ratified by the Board of Management of Cushinstown N.S.

**Signed:** \_\_\_\_\_

**Chairperson, Board of Management**

**Date:** \_\_\_\_\_

