



Enrolment Policy

Ransboro National School

Introductory Statement

This enrolment policy is being set out 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, Mr Dan Scannell, Cloverhill, Knocknahur, Co. Sligo, and the principal teacher, Siobhan Buckley, Ransboro National School, Knocknahur, Co. Sligo, will be happy to clarify any further matters arising from the policy.

General Information

School Name: Scoil Réalt an Maidne/ Ransboro National School

School Address: Knocknahur, Co. Sligo

Telephone No.: 071-9168117

Denominational Character: Roman Catholic

Name of Patron: Reverend Bishop Kevin Doran

Total Number of staff in the School: Principal Teacher, 9 mainstream class teachers, 4 Special Educational Needs Teachers, 2 ASD Class Teachers, 8 Special Needs Assistants, 1 Secretary.

Range of Classes Taught: From Junior Infants to Sixth classes, mixed.

Opening Hours: 9.00am- 2.40pm.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

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 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.

Ransboro National School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular the provision and operation of a special class or classes when requested to do so by the Council.

Ransboro National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Section B. Enrolment Procedures

Application Procedure

Parents and children are invited to an open day in our school, which takes place in February. Notice of this open day will be posted in local newspapers and the local parish newsletter as well as through communication with families already attending the school. Also, any parents who have previously been in touch with the school expressing an interest in their child enrolling will be contacted. Parents will be required to fill out an application form to enrol their child.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. Parents will be provided with an application form for this purpose. The following information will be required on this form:

- *Pupil's name, age and address;*
- *PPSN Number*
- *Copy of utility bill in parent's name as proof of address;*
- *Names and addresses of pupil's parents/guardians;*
- *Contact telephone numbers;*
- *Contact telephone numbers in case of emergency;*
- *Details of any medical conditions which the school should be aware of;*
- *Religion;*
- *Previous schools attended, if any, and reasons for transfer, if applicable; and*

- *Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000) or Education for Persons with Special Educational Needs Act (2004)*

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 our enrolment day. As a general principle and in so far as practicable having regard to our school's enrolment policy, children will be enrolled on application, provided that there is space available. The Board of Management, however, strongly recommend that children should have attained the age of four years by 31st March of the year of enrolment.

The Board will have regard for relevant Department of Education and Science 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. At present, the Board of Management considers that 27 is the maximum class size that the school can facilitate.

In the event that applications for enrolment exceed/are expected 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, in order of priority:

1. Children residing in the townlands or part thereof as outlined in Appendix A,
2. Siblings of children already in the school.
3. Children of staff members.
4. Children not residing in the townlands or part thereof as outlined in Appendix A whose parent(s) are past pupils of Ransboro National School.
5. Any remaining places, up to a maximum of 27, will be allocated to the oldest children remaining on the waiting list.
6. Lottery.

Admission Day/Date

Except in exceptional circumstances, children will normally be enrolled in September.

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, prior to enrolment, request the Special Education Needs Organiser (NCSE see Circular 01/05) to 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, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child and with the SENO 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, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

Enrolment of children to the special classes for children with ASD

Criteria

The criteria for enrolment in the special class, incorporating the Dept of Education and the HSE's policies is as follows:

- An Enrolment form provided by the school will be completed by parents/guardians on behalf of the child.
- Pupils eligible to access the special class will meet Department of Education and Skills criteria and have a recent professional report recommending access to the special class for pupils with Autism Spectrum Disorder. The child must have a diagnosis of Autism/ASD in accordance with the DSM-V or ICD 10 by the psychiatrist/psychologist or multi-disciplinary team. The overall IQ score of ability as measured in an educational assessment must fall within the above average, average, mild or moderate General Learning Disability Range.
- A recent Psychological Report should be provided. Any other reports from a multi-disciplinary team should also be provided. A multi-disciplinary team may consist of Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker and/or Physiotherapist. Please note that all reports in operation on a child should be provided to the school.
- The classes will be co-educational and will cater for children of Primary School age only-i.e. four to twelve years.
- The Board of Management reserves the right to refuse enrolment if they believe the school cannot meet the needs of a particular child.

Allocation of Places

The special class has places for 12 children. This will consist of 2 classes of up to 6 children. A list of applicants who have a diagnosis of ASD and a recommendation from a professional for a placement in a special ASD class, will be maintained by the school. A record of the date of application will be kept on a waiting list. Places will be allocated as follows and in the following order of priority:

1. Children residing in the townlands or part thereof as outlined in Appendix A.
2. Siblings of children already in the school.

3. Children of staff members.
4. Children not residing in the townlands or part thereof as outlined in Appendix A whose parent(s) are past pupils of Ransboro National School.
5. Any remaining places up to a maximum of 12, will be allocated in order of the date of application.

Behaviour

It is accepted that children with Autism/ASD may display challenging, defiant or oppositional behaviour. All efforts will be made by the school to manage such behaviour using a variety of strategies. Parents are expected to co-operate with this. Where a child's behaviour impacts in a negative way on the other children in the class, to the extent that their constitutional right to an education is being interfered with, as judged by the Board of Management of the school, the school reserves the right to advise the parents that a more suitable setting should be found for their child. Parents/ Guardians whose child/children have been refused enrolment may appeal the decision under section 29 of the Education Act 1998, by accessing the website of the Department of Education and Science.

Pupils Transferring

Pupils may transfer to Ransboro National School. Normally such transfers will take place at the beginning of each school term subject to our school policy, available space and in some cases, the approval of the Department of Education and Science. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

Code of Behaviour

Our school's Code of Behaviour is enclosed in the Enrolment Pack along with information on the RSE Programme and the Stay Safe Programme. Parents will sign a clause on the Enrolment Form to indicate their compliance with these policies.

Communication

This policy will be circulated to all parents on their application to enrol their child, and is available in the school for inspection and on the school website.

Ratification

This policy was ratified by the Board of Management on the 4.2.2016

This policy was reviewed and ratified by The Board of Management in line with new legislative requirements on 14.02.2018. This policy was updated in September 2021.

It was reviewed and updated in December 2022.

Additional legislative requirements were included in December 2022.

Signed: Dan Scannell. Chairperson BOM 7th December 2022.

APPENDIX A – Townlands in our Catchment Area

Drinaghan
Slieveroe
Knocknahur
Knocknarea
Ballybeg
Grange East
Grange North
Grange West
Primrosegrange
Carrowkeel
Oakfield
Glen Road
Culleenamore
Culleenduff
Kilmacowen
Breeogue
Cloverhill
Carrowmore
Seafield
Kellystown(Carrowcrin)
Barnasraghy
Woodville
Rathonoragh
Beanfield
Graigue
Scardenmore
Cartonabree
Templebree
Tobbernavreen
Luffertan
Lisheen
Derrydarragh

Please see corresponding map (Appendix B) and note that our catchment does not include any houses on the Strandhill Road (R292) or Oakfield Estate.

APPENDIX B – MAP



The area enclosed by the red line indicates our catchment area.