

Ballyroan BNS

Enrolment Policy

This policy is set out in accordance with the provisions of the Education Act 1998. The Board of Management trusts that by doing so parents/guardians will be assisted in relation to enrolment matters.

Aims

To clarify enrolment procedures Ballyroan Boys National School.

To comply with Department of Education and Science circulars and Rules for National Schools.

To fulfil our legal obligations.

General Information

Ballyroan Boys' School is a National School under Catholic Patronage which operates the Rules for National School. The school follows the curricular programme prescribed by the Department of Education and Science which may be amended in accordance with Section 9 and 30 of the Education Act 1998.

The school is primarily funded by the Department of Education and Science and it operates within the regulations laid down by that Department. The school aims to provide a happy and secure learning environment in which each boy will be enabled to develop his potential to the full.

This educational process is seen as involving partnership of parents, teachers, Board of Management and Christian community helping the child to grow as a well-balanced person. The Board of Management is charged with the overall running of the school. It is elected every four years and comprises of eight members, two of whom are members.

It provides primary education from 1st class to 6th class. Boys wishing to receive education for Junior Infants and Senior Infants attend St Patricks' GNS, the recognized feeder school.

The total number of teachers in the school in 2010/11 is 17 full time and 2 part-time. The staff consists of an Administrative Principal, 12 Mainstream Teachers, 5 Special Education Teachers for children with Special Needs, 1 English as an Additional language post and one shared resource teacher. There are also 11 Special Needs Assistants. Extra curricular activities are provided with the assistance of the parents' association

(1) Application Procedure

Parents/guardians who wish to enrol pupils in First class are required to complete an Enrolment Form. Application Forms are available from the school. For pupils wishing to enroll in First Class, these should be returned to the school by Easter of the year of proposed enrolment. Notices of the closing date for applications will be included in the school calendars.

This form is receipt dated and filed. Offer of places will be made by the Board of Management within 21 days. Parents/guardians of children who have been offered places are requested to complete and return the Acceptance form by a specified date. If an Acceptance form is not returned by the date specified it will be presumed the place is not being accepted and the child's name will be removed from the list.

(2) Provision of Key Information by Parents/Guardians

Certain information will be required when children are being enrolled. This will include:-

Pupil's name, date of birth, address
Name and address of pupils' parents/guardians
Contact telephone numbers
Religion of Child

Any other information deemed relevant by either the Department of Education and Science or the Board of Management e.g. medical or other condition *Copy of application form attached*

(3) Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school ethos and policy. The Board of Management acknowledges the Department of Education and Science guidelines in relation to class size, staffing provisions and other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

The Board of Management is bound by the Department of Education and Science rules for National Schools which state that pupils may be enrolled from the age of 4 years upwards, though compulsory attendance does not apply until the age of 6. It is recognised that any boy attending Junior and or Senior infants in St Patrick's GNS will automatically be in receipt of a place in first class.

The Board of Management exercises its discretion in the application of criteria in accordance with the ethos of the school.:-

In the event that the number of children seeking enrolment exceeds the number of places available in any given class, the following criteria will be used to prioritise children for enrolment :

- 1) Catholic boys of the parish (priority to oldest).
- 2) Brothers of boys already enrolled in the school (priority to oldest).
- 3) Catholic boys who live outside the parish and who do not have a Catholic School in their parish (priority to oldest).
- 4) Sons of current and former staff (priority to oldest).

- 5) All boys who live within the parish boundaries but are not Catholic are entitled to a place if there are vacancies after groups (1) to (4) have been allocated places (priority to oldest).
- 6) All boys who apply to the school and who are Catholics and not resident within the parish are entitled to a place in the school after groups (1) to (5) have been allocated places (priority to oldest).
- 7) All boys who apply to the school who are non-Catholics resident outside the parish are entitled to a place in the school after groups (1) to (6) have been allocated places (priority to oldest).
- 8) In the event of been able to enroll a boy from categories 1, 2 and 3 in a given class at the beginning of a year or mid-year, such children will receive priority (in order of 1,2 and 3) for the subsequent school year over other children on the class waiting list.

(4). Right to Appeal

Where application for enrolment is declined, parents/guardians may request the Board of Management to review the decision and additional information may be submitted if a request for a review is made. The Principal and Chairperson will advise the Board as to the reasons for the initial decision. Parents/guardians themselves may request the right to present their appeal to the Board. (Section 28 Education Act.) If the Board decides to uphold the decision the parents/guardians should be advised of the reasons why and should also be informed that there is a right of appeal to the secretary general of the Department of Education and Science. (Section 29 of the Education Act.)

(5). Pupils Transferring

The Board of Management of Ballyroan Boys' National School specifies that pupils may transfer to the school at any time, subject to school policy, available space and in some cases the approval of the Department of Education and Science. In accordance with the Education Welfare Act (2000) the Board of Management requests that information concerning attendance and the child's educational progress should be communicated between schools.

(6). Code of Behaviour

A copy of the "The Mission Statement" and "Code of Behaviour" accompanies the Enrolment Forms'. Parents/guardians are requested to sign the Code of Behaviour and the Board of Management expects that all children follow this code and abide by its rules.

This policy was ratified by the Board of Management _____.

BALLYROAN BOYS' SCHOOL
Application Form

SCHOOL YEAR:		CLASS:	
SURNAME:		CHRISTIAN NAME:	
ADDRESS:			
HOME TEL.NO:		DATE OF BIRTH:	
RELIGION:		PARISH:	
FATHER'S NAME:		FATHERS OCCUPATION:	
FATHER'S WORK NO:		FATHER'S MOBILE NO:	
MOTHER'S NAME:		MOTHER'S OCCUPATION;	
MOTHER'S WORK NO:		MOTHER'S MOBILE:	
MEDICAL INFORMATION (Allergies, etc)			
EAMILY INFORMATION (Bereavement, Separation, etc)			
Last School :		Last Class :	
EMERGENCY NAME : TEL EDPHONE NO.		RELATIONSHIP TO CHILD: MOBILE NO.	
EMERGENCY NAME : TEL EDPHONE NO.		RELATIONSHIP TO CHILD: MOBILE NO.	
SIGNATURE OF PARENT/S :			DATE :