

# San Carlo Senior School

## Confey



**Admission & Participation Policy 2018**

# Admission & Participation Policy

## **1. General Introduction**

In setting out our enrolment/admission policy the B.O.M. is acting in accordance with the provisions of the *Education Act 1998* and the *Education (Admissions to Schools) Act 2018*. We trust that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the B.O.M. and/or the principal will be happy to clarify any further matters arising from the policy.

San Carlo Senior National School is a Roman Catholic School for 8/13 approx yr old children (3<sup>rd</sup> class-6<sup>th</sup> class) under the patronage of the Archbishop of Dublin. The ethos of the school is Catholic.

Within the context and parameters of Dept of Ed. & Science Regulations and Programmes, and the rights of the patron as set out in the Education Act as well as 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 within the school.
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in the school and wider community.

## **2. Enrolment Application Procedures for children starting in September.**

On enrolment application, parents will be required to provide the following key information and documents.

- 1 Pupils name\*, date of birth\*, gender\*, address\*, PPSN number\* and nationality\*
- 2 Names, addresses and occupations of pupil's parents/guardians.
- 3 Contact telephone no.
- 4 Alternative telephone no. in case of emergency.
- 5 Details of any medical conditions of which the school should be aware
- 6 Previous schools attended if any, and reasons for transfer if applicable.
- 7 Any other relevant information.
- 8 Applicants are required to bring provide the following documentation
  - Copy of child's original birth certificate
  - School reports (except for pupils transferring from Scoil San Carlo Junior school)
  - Baptismal Certificate, if relevant, (for purposes of Confirmation)
  - Utility bill with Parents / Guardians name and address.
  - Applications for children with Special Educational Needs should be accompanied by copies of educational and /or clinical assessment reports e.g. Educational Assessment report, Speech and Language Assessment report, Occupational Assessment Report.

Please note that the data required by the Department of Education and Skills to be stored on the Primary Online Database (POD) is marked with an asterix\*

## **3. Code of Behaviour**

Parents / guardians who wish to enrol their children in Scoil San Carlo S.N.S. are expected to read the school Code of Behaviour in advance of enrolling their child. The Code of Behaviour is available on the school website [www.scoilsancarlo.ie](http://www.scoilsancarlo.ie) and in hard copy, from the school office, on request.

Enrolment of a child is conditional on the Parent / Guardian agreeing to uphold and be bound by the Code of Behaviour of Scoil San Carlo S.N.S.

## **4. Decision Making**

The B.O.M criteria for decision making is as follows:

- 1 Children living in the catchment area of the parish of Confey.
- 2 Children who have brothers, sisters in the school
- 3 Children of staff
- 4 Children who live outside the catchment area of the parish of Confey and do not have a school place in their own area.

## **5. Enrolment of non-September Starters.**

Parents who wish to enrol children during the school year may do so if there is sufficient teaching staff and / or accommodation to meet their needs.

## **6. Enrolment of children with Special Needs**

In relation to applications for the enrolment of children with Special Needs it is open to the B.O.M. to request a copy of the child's medical / psychological report. Where such a report is not available the B.O.M. may request that the child be assessed immediately. The purpose of the report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability/special needs and to profile the support services required.

Following receipt of the report the B.O.M. will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment request Dept of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological / 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 or other.
- Any other resource deemed necessary and appropriate.

Parents will be requested to come to the school, with the child, to discuss the child's needs and the schools suitability or capability in meeting these needs.

## **7. Refusal to enrol on grounds of "Exceptional Circumstances"**

The Board of Management reserves the right to refuse enrolment in exceptional circumstances where

- (a) a pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and /or provide the pupil with an appropriate education.
- (b) In the opinion of the BoM, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

## **8. Pupils Transferring**

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. *It is a requirement of the board of Management that information concerning attendance and the child's educational progress be communicated between schools when the child has been put on the register of the second school.*

## **9. Decision Making Process**

Decisions will be given in writing within 21 days of receiving a completed application

## **10. Appeals Procedure**

The school's decision may be appealed by writing in the first instance to the Chairperson, B.O.M., San Carlo Senior National School, Leixlip. The decision of the B.O.M. will then be communicated in writing. The B.O.M. decision may be appealed by writing to:

Dept of Education & Science  
Marlborough Street,  
Dublin 1.

## **11. Review Procedure**

The policy will be reviewed regularly in the light of experience. The full staff and board of management will review it every two years. Any staff member, board member, parent, guardian or student who is unhappy with the content or implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2020 / 2021.

**Ratified by the Board of Management on 19<sup>th</sup> November 2018**

**Signed:** Fr. Tony O'Shaughnessy  
Chairperson Board of Management