

Admissions Policy
Scoil Chóca Naofa and St. Joseph's N.S

Scoil Chóca Naofa and St Joseph's N.S. are Catholic schools in the parish of Kilcock and Newtown under the patronage of Bishop Denis Nulty. They are both committed to diversity and inclusivity while, at the same time, protecting the integrity and Catholic ethos of the schools.

Equality of access is the key value that determines the enrolment of children in our schools. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances. "No child may be refused admission to a national school on account of the social position of its parents, nor may any pupil be kept apart from the other pupils on the ground of social distinction". (Rules for National Schools)

The Boards will have regard to relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or other relevant requirements concerning accommodation, including physical space and the health and welfare of all the children.

The Boards is bound by the Department of Education and Skills 'Rules for National Schools' and the Education (Welfare) Act 2000. Pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance shall not apply until the age of 6 years.

ENROLMENT CRITERIA

A common enrolment policy will be operated to ensure a balance of numbers and gender attending each school and particularly to allow parents to send all their children to the same school. As a general principal and in so far as practicable children who apply will be enrolled in accordance with the criteria below, provided there is space available. Admission of junior infants normally takes place on 1st September in any year.

ENROLMENT of JUNIOR INFANTS for SEPTEMBER 2015

As this is the first year of coeducation all children enrolled to up to 13 Feb 2015 will be guaranteed a place in one of the schools. Parents apply to either school by **closing date** of February 13, 2015 on the Standard Admissions Form available on school websites, Parish Office or school offices. Applications will be **acknowledged via text message** after initial meeting of Shared Admissions Committee but **within 21 school days** of the closing date.

Places will be offered in the following agreed procedure:

1. Current siblings and children residing in the same home.
2. Parental Preferences opting for '*other gender*' school i.e. boys choosing Scoil Chóca Naofa and girls choosing St. Joseph's N.S.
3. Every effort will be made to accommodate children in the school of choice; mitigating circumstances and comments on enrolment form will be considered.
4. However in the event of oversubscription of gender or number to either school, a lottery will be operated.

Parents/Guardians will receive '**Letters of Offer**' (see **Appendix 1**) by early March and will be asked to reply as soon as possible. Failing to accept the offer within the time framework will mean your place will be offered to another family.

The parent of any child who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998, and in such circumstances, should be advised in writing of their entitlement to such an appeal.

Children accepting places will be invited to an Open Day in March/April.

****** PLEASE NOTE the Admissions Procedure for future years will be decided by the Enrolment Committee early in the next academic year, 2015/2016 for sanction by the two Boards of Management. Parents should apply to enrol their child by END JANUARY of year preceding their commencement at school.**

APPLICATION PROCEDURE for children enrolling after 23rd FEBRUARY 2015

Pupils enrolling in Scoil Chóca Naofa and St Joseph's N.S. will be required to return a 'Shared Enrolment Form' with relevant details to either school office. They should attach the following:

- Copy of their Birth Certificate,
- Completed and signed Application Form including PPS Number,
- School Reports as applicable.
- Copies of all Medical Reports, Clinical and/or Educational Assessments in relation to children with Special Needs.

Junior Infants will be enrolled according to schedule decided by the Shared Admissions Committee who will balance enrolment numbers and gender in both schools. Older children enrolling from First to Sixth will automatically be enrolled in the school of their gender. All family members will be accommodated in the same school in as far as possible, unless the older siblings would find themselves in a single sex class of the opposite sex.

Other children will be allocated to a class as follows:

- Age appropriate class
- Space being available in that particular class
- Certain provisions being in place to facilitate a child's special requirements.

1. **Children transferring from a school in the locality/adjoining locality** are enrolled subject to the Rules for National Schools, as well as our own school's enrolment policy and local agreement with other schools. Transfer will usually take place at **the end of a term**. The parent will be required to return an Enrolment form. An appointment will be made for them to attend a meeting with the Principal, to discuss schools policy, rules, code of discipline, sanctions, etc. A member of the Boards of Management may attend the interview with the parents. A copy of the Schools Prospectus will be given to parent and to show their support they will be required to sign the Code of Behaviour/Discipline. A book list and a list of expenses/charges for class/schools facilities will be supplied. The child will be placed in a class on the understanding that this may be reviewed at a later date.
2. **Children with Special Needs.** To help us prepare for your child's schooling we request parents include copies of all the child's Reports including medical, clinical and/or psychological reports. Where such report is not available, parents may be requested to commence a referral for an 'Assessment of Need'. The purpose of these reports is to assist the schools in accessing support for the child. Where the Boards deem that particular resources are required to meet the needs of the child, application will be made to DES to provide the resources. Children with Special Needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Boards of Management. Parents of children who are unsatisfied with the level of educational provision in our schools, may consider other schools which might cater for the specific needs of their child
3. Children enrolled in our schools are required to co-operate with and support the Code of Behaviour as well as all other policies on curriculum, organisation and management matters. The Boards places responsibility on the Parent/Guardian for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. Parents will be required to sign and return a form stating that they have read and agreed to support the school's **Code of Behaviour**. Sanctions may be applied for failure to comply. These policies may be added to and revised from time to time.
4. All decisions in relation to application for enrolment are made by the Shared Admissions Committee in conjunction with both Boards of Management in accordance with schools' policies.

Policy adopted by Boards of Management.

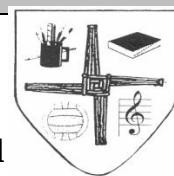
REVIEW DATE FOR POLICY: October 2015

David Powderly
Chairperson St. Joseph's

Fintan Hurley
Chairperson Scoil Choca Naofa

St. Joseph's NS,
Kilcock,
Co. Kildare.
11/11/2015

Roll



17000



Dear Parent/Guardian,

Thank you for applying for a place in St. Joseph's /Scoil Chóca Naofa. The 'Shared Admissions Committee' look after the placement of children in both schools. A copy of our Admissions Policy on our website and the criteria for assigning places are as follows:

1. Current siblings and children residing in the same home automatically secured a place in their siblings' school.
2. Parental Preferences opting for 'other gender' school i.e. boys choosing Scoil Chóca Naofa and girls choosing St. Joseph's.
3. Every effort was made to accommodate the rest of the children in the schools of choice; mitigating circumstances and comments on enrolment form were considered.
4. Remaining places were allocated by lottery to balance enrolment numbers and gender in both schools.

We are delighted to inform you that we are offering your son/daughter _____ a place in Junior Infants in St. Joseph's for Sept. 2016.

You are invited to meet us all at our **Open Day on WEDNESDAY 20th APRIL at 1.15pm** and look forward to meeting with you and your child. We will remind you of the date closer to the time.

Please return the slip below with the St. Joseph's Enrolment Form which can be found on the *front page of our website*. This required paperwork will confirm your acceptance of this place for your child in our school. Please do so by 20th November, 2015.

Yours sincerely,



Ann McQuillan

School Principal

-----*Please return this slip to school by 20th November, 2015*-----

I wish to accept my offer of a place in St. Joseph's, Kilcock.

Child's name: _____ (print).

Parent/guardian's name: _____

Phone 01-628 7628 Phone/fax; 01 628 7689
E-mail: principal@stjosephskilcock.com Website: www.stjosephskilcock.com

Enrolment Policy for the Autistic Spectrum Disorder Class

General Information

The Autistic Spectrum Disorder Unit/Class will open in St. Joseph's, Kilcock in September 2012 initially with a maximum of 4 children due to our restricted accommodation. (*We will accommodate 6 pupils when we get permanent accommodation in 2014-2015 or a larger classroom.*) It will have one teacher and two Special Needs Assistants, if we have 4 pupils. This class will cater for children who have a diagnosis of Autism within the previous two years.

Aim and Objectives:

- To provide a quality driven, appropriate educational service to all children in the Class, within the requirements of all recent legislation pertaining to Special Needs Education
- To strive towards the integration of children in the Unit into mainstream education, having regard to levels of ability and available resources.
- To enhance the communicative and social skills of the children in the Unit

Enrolment Procedure:

Applications will only be considered for year of entry of the candidate to our school. All applications must be accompanied by the appropriate assessments carried out by an Educational/Clinical Psychologist, approved by the DES, and recommending that the pupils suitable for consideration for entry to an ASD Class.

Enrolment process begins when a parent submits a completed Application Form to the school. Applications will only be processed on the basis of a completed Application Form together with all reports (medical, educational etc) requested on that form.

Enrolment is **reviewed each May** and should continue for the pupil provided that he/she is achieving success and that the potential for integration into mainstream continues to be evident. Interim reviews may also be necessary as deemed appropriate by the teacher in the ASD Unit

An Admissions Team which is comprised of the Principal Teacher of St. Joseph's, Special Education Co-ordinator, the ASD Unit Teacher will assess each completed application. Admissions will be viewed in collaboration with the SENO and the child's psychologist. After study of the relevant reports on prospective pupils, possible observation of pupil in their present educational setting and discussions

with pupil's parents/guardians, the Admissions Team will make a recommendation to the Board of Management of St Joseph's on whether or not they feel the pupil is a suitable candidate for the ASD class. Final decision remains with the BOM.

Information to be sought on the Application Form will include the following;

- Pupil's Name, Date of Birth, Address
- Parents/Guardians Names, Address, Contact Numbers and E-mail address.
- Copies of all reports considered relevant to the decision making process e.g. psychologists report, medical reports, speech and language reports, occupational therapists report etc.
- Reports from all previous schools or pre-schools *and permission to access any relevant reports*
- Copy of Birth Certificate

The final decision to enrol or not rests with the Board of Management. Parents have a right to appeal to the Board of Management in the event that they are unhappy with its decision. An appeal may be initiated by writing to the Chairperson of the BOM.

Enrolment Criteria- pupil to be enrolled:

- Has a diagnosis of Autism within the previous two years **and** is within mild or borderline mild range of intelligence (IQ).
- Has been recommended by Psychological Assessment for placement in ASD Class
- Has been recommended by the Admissions Team as suitable for the ASD Class
- That the needs of the student as identified can be met within the ASD class
- There is space in the class (maximum class size is six)

If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one.

1. Brothers and sisters of existing pupils
2. Children living within the parish of Kilcock.
3. All other applicants with priority to those geographically closest to St. Joseph's.

Health Board Input:

St. Joseph's has been waitlisted for essential services which will be provided by the Health Service Executive, namely Beechpark, but these services may not be available to us for a considerable length of time, probably 2 years or so (i.e. 2014). These services include Speech and Language therapy, Occupational Therapy and Sensory activities. In the interim we aspire to hiring private services (OT and S&L) subject to availability of funds or sponsorship.

School Policies:

Pupils enrolled in the ASD Class will be subject to the same policies that are in force for all other pupils in the school. Parents will be given a Parent Information Pack on enrolling their child and will be required to agree to all School Policies in the school at the time.

Discharge Policy:

It is school policy to facilitate the discharge of pupils from the unit once they have reached the age of twelve. Pupils who reach the age of twelve after September 30th in any year will be permitted to complete that academic year. This means a June discharge in the following year. Discharge may also be recommended if any of the following conditions are met.

- the admissions team, after consultation with the parents/guardian, feel that placement is no longer appropriate due to changing needs or circumstances of the pupil
- if a pupil is fully integrated into the mainstream school
- If pupils are deemed to be a serious risk to themselves or others
- If admission of the pupil would make it impossible or have a serious detrimental effect on the provision of an educational establishment of its services to others.

The ultimate decision regarding enrolment to ALL classes rests with the Board of Management.

This Policy will be amended and updated as required by the BOM.

This policy was adopted by the Board of Management of St. Joseph's BNS at its meeting held on February 2014

Signed: _____
Chairperson, Board of Management.