



# **Gleneely National School Admissions Policy and process**



## **Introduction**

The Board of Management of Gleneely National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and 2013, Admissions Policies of Schools and Related Matters Regulations 2013 and the Education Welfare Act 2000. The Board trusts that by so doing, parents will be assisted in relation to enrolment matters.

## **General School Information**

**Name of School:** Gleneely National School

**Telephone No.** 074 9149395

**Email Address** gleneelyns@yahoo.co.uk

**Website** www.gleneely.com

Gleneely National School is a Catholic school and Bishop Donal McKeown is the Patron of the school.

At present, the teaching staff is comprised of 4 composite class Teachers, including a teaching Principal Teacher, 2 Special Educational Teachers and 2 Special Needs Assistants. The full range of classes is taught in the school and classes are of mixed gender.

The school opens at 9:20 am and class starts at 9.30 a.m. and finishes at 3.00 p.m. Infant Classes finish at 2.00 p.m.

## **Rationale & Goals**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between pupils, parents and teachers where a pupil is admitted to the school
- To put in place criteria under which applications shall be considered
- To specify what information is required by the school at the time of application

## **Legal Framework**



Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall ....Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management shall “publish .... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction.

### **Requirement to have an admission policy and to make it available.**

The Education Acts 1998 and 2013 Admissions Policies of Schools and Related Matters Regulations 2013 state that “Each school shall have an admission policy and that policy shall be a written document which shall be signed and dated by the Chairperson of the Board on the date of its ratification by the Board.”

- The admission policy shall be consistent with any agreement that has been made with the Minister in the context of recognition of the school or any agreement that has been made with the Minister in the context of the provision of any infrastructure to the school.
- Before approving an admission policy, or any amendment thereof, the Board of Management of the school shall
  - ✓ Consult with the patron, the parents of pupils attending the school, the staff of the school and any other persons or groups of persons that have an interest in,



or experience of education, with whom the Board considers it appropriate to consult, and

- ✓ Make all reasonable effort to consult with parents of pupils who may wish to seek admission to the school in the period to which the admission policy will apply.
- Without prejudice to the requirements of Section (15) of the 1998 Act, the admission policy of the school shall be made available, without charge, to
  - ✓ Any parents of pupils seeking to enrol in the school or expressing an interest in enrolling in the school;
  - ✓ The Minister or an official of the Department on request; and
  - ✓ To any other party on request

### **Content of Admission Policy**

The Board of Management of Gleneely National School shall:

- ✓ Provide for an offer of enrolment to be made to all pupils seeking admission save:
  - ✓ Where the number of pupils seeking admission is greater than the number of places being made available by the school, or
  - ✓ In accordance with Section 7 of the Equal Status Act, 2000; or
  - ✓ In accordance with Regulation 12 of the regulations entitled Education Acts 1998 and 2013 Admission Policies of Schools and Related Matters Regulations 2013.
- ✓ Notwithstanding Regulation 11 of the regulations entitled Education Acts 1998 and 2013 Admission Policies of Schools and Related Matters Regulations 2013, the admission policy of a school may provide that an offer of enrolment to a pupil seeking admission may be refused where:
  - the pupil or his or her parents do not agree to confirm in writing that the school's Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code, or
  - An Garda Síochána or the Health Service Executive has provided in writing to the school its opinion that the admission of the pupil could have a seriously detrimental effect on the safety of other pupils and or staff of the school.
- ✓ No fees or contributions will be sought or charged as a condition of application for admission to the school or of continued enrolment in the school following admission.
- ✓ Gleneely National School recognises the need to uphold the constitutional rights of a child who is not to attend religious instruction.



- ✓ Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission.
- ✓ Where the school lacks the necessary resources to meet the needs of any applicant or pupils, it will make every effort to secure those resources-where the resources cannot be secured, the school reserves the unfettered right to refuse admission.
- ✓ It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the pupils and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development.
- ✓ The application form must be fully completed before a child can be considered for enrolment.
- ✓ Any information regarding additional needs of a child will not be used as a criteria for assessment of enrolment in the event of oversubscription.
- ✓ The Board of Management of Gleneely National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc. bearing in mind:
  - Health & Safety Concerns regarding Staff and Children
  - Available classroom space
  - Multi-grade classes
  - Educational needs of the children
  - Department of Education & Science class size directives
  - Appropriate Supports and Resources are available
- ✓ In the event of an 'Oversubscription' oversubscription criteria will be applied.
- ✓ The school will maintain a list of refused applicants, their place on that list having been determined under the oversubscription criteria outlined.
- ✓ The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

## **Procedures – Application, Enrolment Criteria & Decision / Appeals**



## Junior Infant Enrolment Procedure

1. No later than the last day of September preceding the start of the school year for which admission is being sought, the Board shall have decided upon the date on which the admission process will begin (Usually the beginning of February)
2. The notice of admission will be published giving at least two weeks' notice from the date which applications for admissions will begin. The Enrolment date will be announced at Mass, at playschool, in local shops and advertised in the local paper and published on the school website. This advertisement will include
  - (i) Details of how the admission policy of the school can be obtained;
  - (ii) Details of how an application form can be obtained
  - (iii) The date from which applications to intake groups will be accepted;
  - (iv) The latest date for receipt of applications to intake groups
3. Parents wishing to enrol their child(ren) in Gleneely N.S. are requested to return a completed enrolment form (available during the enrolment week during / the first week in February) to the school before the end of February. A completed application form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school, and is attached as appendix 1 to this policy.
4. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application. Entry in the School Record of Applications means that an application will be considered in early March of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.
5. Decisions on applications will be notified to the applicant no later than three weeks after the closing date for receipt of applications. (3<sup>rd</sup> week in March)
6. In the event of a high number of applicants, parents will be advised that an evaluation of the applications is underway. The Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.
7. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, preceding or during the school year (due to the B.O.M. being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritize children for enrolment:
  - a) Brothers and sisters (including step-siblings, residing at same address) of children already enrolled - priority to oldest
  - b) Children living within the parish



- c) Children of current school staff
- d) In the event of being unable to enrol a child (ren) from categories a, b, or c, in a given class at the beginning of a year or mid-year, such children will receive priority (in order of a, b, c,) for the subsequent school year over other children on the class waiting list.
- e) In the event of two or more applicants tied for a place the following oversubscription criteria will apply
  - a. Priority will be given to the oldest child/ ren
8. An enrolment day will be organised each year in February.
9. During the enrolment day prospective children will have the opportunity to meet the Junior Infant teacher and the principal. These families will have an opportunity to walk around the school building. The Junior Infant teacher and the principal will be available to speak to parents and address any concerns that they might have.
10. New Junior Infants are welcome to attend and meet the Infant Teacher on enrolment day. Parents of newly enrolled children are invited to attend an information evening in June. Children are afforded the opportunity to visit the school on an appointed day in June for an afternoon.
11. An introduction to Junior Infants will be held at the end of September where the Junior Infant teacher can explain literacy / numeracy programmes within the school and offer suggestions on how parents can support their child at home.
12. Children with special needs will be provided for in accordance with the guidelines laid out by the Department of Education & Science.
13. Children enrolled in our school are required to co-operate with and support the school/Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation and management. The B.O.M. places parents/guardians responsible for ensuring that their child(ren) co-operate with the said policies in an age appropriate way.
14. Parents of children starting school will be presented with a booklet offering information and advice on the various aspects of school life.

### **Application for immediate admission in the current school year**

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy.

- Application forms are available from the school secretary
- Application forms must be completed in full before the child can be considered for enrolment.

### **Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon



- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

### **Monitoring Procedures**

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. Where the Principal refuses admission to any applicant, by the authority delegated to her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

### **Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years.

Next review of this policy will occur before or during the school year 2020

### ***Ratification and Communication:***

This policy was ratified at an official Board of Management meeting.

The policy will be in the school for viewing and will be published on the school website.

The Department of Education and Science will be made aware of the policy via the Inspectorate.

Signed on Behalf of the Board of Management

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_