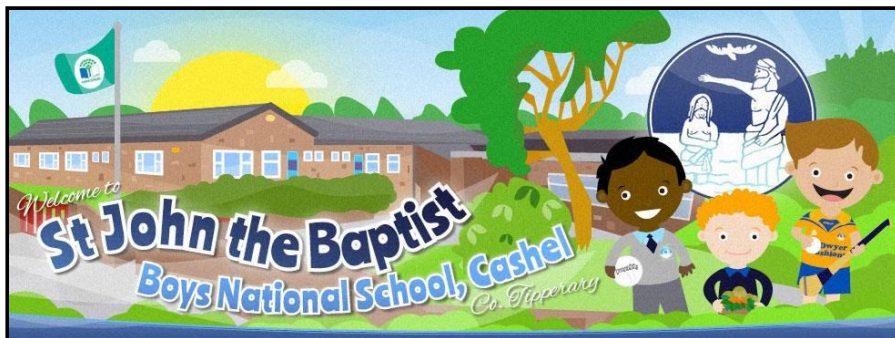


Scoil na mBuachaillí Naomh Eoin Baiste

Draft Application for Admission Policy



Application for Admission to Junior Infant classes usually takes place during the months January to May with parents/guardians making application for their children in the school.General Introduction

The Application for Admission policy of St John the Baptist Boys NS Cashel is set out in accordance with the provisions of the Education (Admissions to Schools) Act 2018. The Board of Management trusts that by so doing, parents will be assisted in relation to Application for Admission matters. The Chairperson of the Board of Management and the school principal will be happy to clarify any further matters arising from this policy.

St John the Baptist Boys NS Cashel is a Catholic National School for boys under the patronage of the Catholic Archbishop of Cashel and Emly and is situated at Old Rd., Cashel, Co. Tipperary. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

Ethos

Cashel Boys NS is a Catholic School under the patronage of the Archbishop of Cashel & Emly. A Catholic ethos prevails throughout the school. However, as we live in a pluralist society, we cater for all religious persuasions and other value systems. Sound basic moral values acceptable to all democratic societies and creeds are cherished and promoted. Diversity of culture and beliefs are respected and celebrated.

Mission Statement

- To provide a safe, friendly, effective and stimulating educational environment.
- To promote the principles of respect, truth and equality.
- Seek to promote confidence, self-esteem and communicative skills.
- To show consideration and respect for each individual and for others.
- Affirm faith and celebrate difference.
- Strive to help children to attain goals and to help each child develop his own potential and talents for future life.

Vision Statement

The school community ag obair le chéile to be the best that we can be.

Background

There are 21 teachers consisting of an administrative principal, 11 class teachers, 1 ASD class teacher and 8 Special Education teachers. The school caters for pupils from approximately 4 to 13 years in classes from Junior Infants to Sixth Class.

The school depends on grants and teaching resources provided by the Department of Education and Skills (DES). It operates within the rules and regulations laid down from time

to time by the DES. This Application for Admission policy will have regard to available funding and resources.

The school is subject to The Education (Admission To Schools) Act (2018), The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. St John the Baptist Boys NS follows the curricular programmes laid down by the Department of Education and Skills 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 DES regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available, the Application for Admission policy of St John the Baptist Boys NS Cashel, supports the principles of: -

- *inclusiveness*, particularly with reference to the Application for Admission of children with a disability or other special educational need;
- *equality* of access and participation in the school;
- *parental choice* in relation to Application for Admission;
- *respect for the diversity* of values, beliefs, traditions, languages and ways of life in society.

Therefore, no child will be refused access to this school for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

Procedures

As a general principle, and insofar as practicable having regard to the Application for Admission policy of the school, children will be enrolled on application provided there is space available.

Pupils will, as a rule, only be admitted to Junior Infant classes during the month of September. Children may be admitted to a Junior Infant Class during the school year provided they are transferring from another school.

Pupils who have moved to the area and are transferring from another school must bring a report from the other school along with any assessments or reports relevant to the pupil. As a general rule, Application for Admissions will not be accepted during the school year with the exception of those moving to the area. The principal and/or Board of Management will make decisions on enrolling pupils transferring from another school in the locality if it is during the school year.

Application Procedure

The Board of Management has determined that the school principal will accept written applications for Application for Admission in Junior Infants up to the 30 of September of the current school year. Around February each year, the school principal will communicate generally to the community (through school newsletters, Parish Newsletters and any other appropriate media) that applications are being accepted. An application for admission form is also available for download on the school website.

Provision of Key Information by Parents

Applications will only be accepted on the basis of a fully completed Application for Admission form. This form must be accompanied by a copy of a Birth Certificate/ Baptismal Certificate if appropriate. Evidence of residency may be requested in the form of a household bill etc. The completion of an application form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school. The application will not be treated as being complete until such time as all requested information has been received.

Decision Making

The Board of Management makes decisions relating to Application for Admission in accordance with school policy. In the event that applications exceed/ is expected to exceed the number of spaces available, the Board of Management has determined that priority in the allocation of places will be given in the following order of preference:

- Brothers of boys already enrolled in the school
- Boys who live within the parish
- Boys from outside the parish who wish to attend school in Cashel

Places will be allocated thereafter according to the priorities above and confirmed by the Board of Management at its next meeting. If necessary, the additional criteria of the age of pupils may be taken into account and priority given to older children. In the event of a child not obtaining a place on the grounds of age, priority will be given in the subsequent school year.

In the application of these criteria, the Board of Management reserves the right to make exceptions to provide for the Application for Admission of children of staff members, children of ethnic minorities, traveller children, children of refugees, asylum seekers etc.

Parents will be notified of the decision of the Board of Management within 21 days of its meeting at which Application for Admission decisions are made.

In determining Application for Admission, the Board of Management shall take into account Department of Education and Skills regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

The Board of Management is bound by the Department of Education and Skills' Rules for National Schools which provides that pupils may only be enrolled from the ages of 4 years of age upwards although compulsory attendance does not apply until the age of 6 years.

Appeals Procedure

Parents who are dissatisfied with an Application for Admission decision may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Application for Admission of Pupils with Special Needs

In relation to applications for the Application for Admission of children with special needs, the Board of Management may request a copy of any relevant medical or psychological reports as are available. If such a report is not available, it is open to the Board to request that the child be assessed prior to Application for Admission. The purpose of the assessment is to establish the educational needs of the child relevant to his disability/special needs and to profile the support services required.

Following receipt of such a report, the Board of Management shall assess how this school can meet the needs specified in the report. If further resources are required, the Board of Management will, prior to Application for Admission, request the DES or NCSE to provide the required resources. These may include any combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport or other services. The Board recognises, however, that as a general principle, Application for Admission of children with a disability or special educational needs cannot be deferred or postponed until additional resources have been approved or allocated by the DES or SENO. The school principal will meet with the parents/guardians of the child to discuss the child's needs and the suitability and capability of this school to meet those needs. If necessary, a full case conference may be called which may include parents,

principal, class teacher, learning support teacher, special class teacher, resource teacher, psychologist, medical personnel and the Special Education Needs Officer (SENO).

Transfer of Pupils

Pupils may transfer to the school subject to school policy, available space, the provisions of the Education Welfare Act (2000) and, in some cases, the approval of the DES.

Code of Behaviour

Children enrolled in this school are required to co-operate with the school's Code of Behaviour (available from the school principal or online at www.cashelbns.ie and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age-appropriate way.

St John the Baptist Boys NS Cashel, Additional Information

Private and Confidential

In our school we endeavour to provide the highest standards of pastoral care for your child. In order to achieve this objective successfully, it is vital that the school be informed of any relevant situation regarding health, bereavement, domestic circumstances etc. Such information may be detailed here or alternatively you may contact the principal teacher or your child's class teacher directly. Any information will, of course, be treated in the strictest confidence.

Data Protection

The information provided in the application for admission form is necessary for the work of the school and is confidential to the school. However, from time to time, the school is asked to provide information to the HSE to facilitate their work such as immunisations, sight and hearing tests and dental appointments etc.

The Board of Management ratified this policy on 31 January 2020

It is subject for review where necessary.

Signed: **Monica Shannon** (Chairperson, Board of Management)
Signed: **Will Ryan** (Principal)