***Admission Policy***

***Ballina Primary School***

**Section 1: General Information**

**Introduction**

This admission policy has been set out in accordance with the provision of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, of Ballina Primary School, and the Principal teacher, of Ballina Primary School, will be happy to clarify any further matters arising from the policy.

Ballina Primary School operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004) , all relevant equality legislation and Department of Education and Skills (DES) Circulars. It follows the curricular programme prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act (1998). The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

Our Code of Behaviour is documented in our School Information Booklet.

 **School Details:**

**School Name: Ballina Primary School.**

**Chairperson Board of Management: Mr. Tom Moore.**

**Principal/Secretary Board of Management: Príomhoide Bernice O’Connell.**

**Address: Ballina Killaloe, County Clare.**

**Telephone Number: 061-376340.**

**Roll Number: 18207V**

Ballina Primary School is a Roman Catholic School under the Patronage of the Catholic Archbishop of Cashel and Emly. The school is co-educational with classes from Junior Infants to Sixth Class. There are (16) sixteen mainstream class teachers, Special Education Support Team of (7) seven teachers and an Administrative Principal.

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act (1998), and 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 in the school;
* parental choice in relation to enrolment; and respect for diversity of values, beliefs, traditions, languages and ways of life in society.

We value and appreciate your request to enrol your child in Ballina Primary School. However, we hope you understand that there are contributory factors, outside our control, that limit the number of children that can be enrolled. As far as possible, we will do our best to accommodate the children in the Parish of Ballina/Boher. The Department of Education and Skills (DES) Guidelines has sanctioned accommodation for a **16** classroom school (2 classes per class year). Therefore, only 2 (two) Infant classes will be enrolled for year 2019/2020. It is with this in mind that the following criteria have been drawn up by the Board of Management of Ballina Primary School.

**Section 2: Admission Procedure**

**Criteria for Selection:**

The Board of Management of Ballina Primary School will have regard for relevant Department of Education and Skills (DES) Guidelines in relation to class size and staffing provision and/or any other relevant requirements concerning accommodation including physical space and the health and welfare of children.

The Board is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Ballina Primary School must have reached the age of 4 years by August 31st of the year they will commence school.

**Places** will be allocated by the Board of Management in accordance with the following **criteria** and in the following **order**, subject to keeping classes within class size regulations of the DES and health and safety considerations and subject to receipt of completed Application Form by the agreed closing date.

1. Applicants with siblings currently enrolled in Ballina Primary School (including stepsiblings, resident at the same address)
2. Children residing in the Parish of Ballina/Boher and the townland of Townlough.
3. Children of current staff members.
4. If any places remain, they will be allocated on the basis of age, the eldest child/children enrolled first, according the child’s/children’s Birth Certificate.

**Please note** if any of the above criteria, **numbers 1 to 3** are oversubscribed, then places will be allocated, in the above order, on the basis of age, the eldest child/children will be enrolled first according to the child’s/children’s Birth Certificate.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the DES Guidelines in relation to class size and staffing provision. Other factors that may be considered are:

* Size and available space in classrooms.
* Educational needs of children of a particular age.
* Presence of children with special educational/behavioural needs.
* Health and Safety.

**Application for Enrolment**

The Board of Management will communicate generally to the school community through appropriate channels e.g. website, school newsletter, parish bulletin, newspaper, parents letters to outline the details of application for enrolment and the closing date for receipt of applications. The enrolment process is by way of written application only. Parents wishing their child to attend Ballina Primary School are requested to fill in the **Enrolment** **Application Form** and return it to the school by **Thursday 5th March 2020 by 2.00pm** for entry in to Junior Infants September 2020. Application Forms are available from the School Office and from the school website [www.ballinaprimaryschool.com](http://www.ballinaprimaryschool.com).

**It is the parent(s)/guardian(s) responsibility to ensure they receive and return the Enrolment Application Form by the specified date. The completion and submission of an Application Form, or the placement of your child’s name on a list, however early, does not confer an automatic right of place in the school.**

**Decision Making**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

**Registration Form and Letter of Offer.**

A Registration Form also forms part of the enrolment procedure. This Form will accompany the ‘LETTER OF OFFER’ that will be sent to parents/guardians of successful applicants.

The completed Registration Form must be returned to the school within the timeline specified in the Letter of Offer. Failure to do so will be interpreted as a refusal of the offer to enrol. The address at which the applicant resides will be the address used by the school for correspondences regarding enrolment. Before registration will proceed parents are required to provide the school with

1. Acceptance of Offer Form
2. Child’s Birth Certificate.
3. A declaration with regard to special education needs (if applicable)
4. Details required by Primary Online Data Base (POD); These include mother’s maiden name or PPS Number, child’s nationality, child’s ethnic/cultural and religion background. (Parental consent is required before ethnic/cultural and religion is shared with DES).
5. Acceptance of the School’s Code of Behaviour.

**Enrolment of Children with Special Needs**

On enrolment of children with special needs the Board of Management will request a copy of the child’s medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or 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, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child’s needs and the school’s suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, special education teacher (SET), special class teacher, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

**Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child’s educational progress. Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

Parents/Guardians must fill in the Enrolment Application Form giving the reason for changing school in writing. Attendance, behaviour and Educational Progress Records, as well as any record of Special Educational Needs, will be sought from the former school (Section 20 Education Welfare Act).

**Appeals against Enrolment decisions by the Board of Management**

The Board of Management of Ballina National School in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Skills website at [www.education.ie](http://www.education.ie)

**Code of Behaviour**

All offers of enrolment are subject to acceptance of the School’s Code of Behaviour, a copy of which is appended to this policy.

**Exceptional Cases**

The Board of Management of Ballina Primary School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either.

1. The child has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with and appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

**CONCLUSION**

**All decisions in relation to enrolment are made by the Board of Management of Ballina Primary School.**

The Board of Management of Ballina Primary School will review this policy annually.

**Policy Approval/Ratification**

The policy was ratified by the Board of Management of Ballina National School on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson, Board of Management

The contents of this policy have been approved by St. Senan’s Education Office, acting on behalf of the Patron.

## Enrolment Application Form

**Ballina Primary School 2020/2021**

Pupil’s First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (at which the applicant resides): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name and class of Sibling(s) currently enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish in which the applicant resides: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent(s)/Guardian(s) Details:***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Completed enrolment applications must be returned to **Ballina Primary School** no later than **2pm** on **Thursday 5th March 2020**.