

Broadford & Kilbane N.S.

Enrolment policy

Broadford & Kilbane N.S. is a co-educational school under the patronage of the Catholic Bishop of Killaloe. Our school aims to promote the full and harmonious development of all pupils cognitive, intellectual, physical, cultural, moral and spiritual lives including a living relationship with God and other people and promotes a Christian philosophy of life.

There are six mainstream teachers including a Teaching Principal, 1.2 learning support positions , one special class teacher in an ASD class and a part-time resource teacher. In addition to this, the school has two full time S.N.A.'s and a third on part-time hours. Also there is a secretary and care-taker, both of whom are on part-time hours. The school caters for a wide variety of classes from infants to sixth class.

Children enrolled in Broadford & Kilbane N.S. are required to cooperate with and support the school's code of behaviour as well as other policies. Parents and guardians are responsible to ensure that their children co operate with these policies in an appropriate way.

Our school operates under the rules for National schools and circulars and is funded by grants and teachers are resourced by the Department of Education and Science. The school is subject to the 1998 Education Act, The Education Welfare Act of 2000 and by the Education for Persons with Special Educational Needs 2004, equality law and all other relevant legislation.

Application Procedure

The Board of Management will communicate generally to the school community through appropriate channels i.e., newsletter, school website, parish bulletin and letters to parents outlining the application for enrolment procedures.

Parents seeking to enrol their children in our school should return a completed enrolment form, available in the office, to the school by the February mid term break each year. Parents of children who have been granted enrolment in junior infants for the following school year are invited to an open day in June each year.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum seeker /refugee status, religious political beliefs, and values family or social circumstances.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management is also responsible to respect the rights of the existing school community and in particular the children already enrolled.

The completion of the enrolment form or the placement of your child on a list however early does not confer an automatic right to a place in the school.

Decision Making

Decisions in relation to application for enrolment are made by the Board of Management. Parents will be notified of acceptance of their children and as a general principle, children will be enrolled on application provided that there is space available and the child has reached his or her 4th birthday.

To assist the school in such circumstances of overcrowding, the Board of Management reserves the right to determine the maximum number children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions. Other factors would include;

Size of and available space in classrooms
Educational needs of children of a particular age
Multi grade classes
Presence of children with special educational needs

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment

1. Brothers and sisters including siblings resident at same address of children already enrolled with priority going to the oldest
2. Children living in the parish of Broadford, including Kilbane and Kilmore, priority going to the oldest children applying.
3. Children of current school staff
4. Children whose home address is closest to the school the child is normally resident outside of the parish or agreed catchment area.
5. In the event of being unable to enrol children from categories 1, 2 or 3 in a given class at the beginning of a year or mid year, such children will receive priority in order of 1, 2, 3 for the subsequent school year over other children on the class waiting list.

Pupils Transferring

Pupils may transfer from other schools at any time during the schools calendar year but they must enter the same class level that they are leaving. Pupils wishing to transfer from other schools are enrolled subject to the rules National Schools, Education Welfare Act and schools enrolment policy. Due to the Primary School education consisting of an 8 year cycle, the board of management also specifies that junior infants are only admitted during the month of September and must be at least four years old by the first day of the school year, i.e. September 1st.

Children with special needs

Children with special needs enrolling in Broadford & Kilbane N.S. will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

The Board of Management may request a copy of the child's medical or psychological report or request that the child be assessed in order to assist the school in establishing the educational needs of the child. The school will meet with the parents of the child with special educational needs to discuss the schools suitability for the child. If necessary a full conference may be called including parents, class teacher, learning support teacher, resource teacher, psychologist and the local SENO.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

Appeals procedure

Parents who are dissatisfied with an enrolment 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, 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.

The Board of Management is bound by the Department of Education and Science Rules for National Schools which provides that pupils may only be enrolled from the age of four years upwards, though compulsory attendance at school does not apply until the age of six.

This policy was ratified by the Board of Management during the school year 2014-2015

Signed: _____

Chairperson of the Board of Management