

**SCOIL IOSAGAIN CBS PRIMARY SCHOOL**  
**Under the TRUSTEESHIP OF Edmund Rice Schools' Trust (ERST)**  
**Roll No.: 16910F**  
**ENROLMENT POLICY**

**Introduction:**

- The Board Of Management of Scoil Iosagáin is setting out, in this statement, the policy of the school, in regard to enrolment and admission of children to the school, in accordance with the provisions of the Education Act, 1998.
- The Board also wishes to state that the Chairman and the Principal of the school will be willing to clarify any matters arising from this policy statement.
- The policy was developed in light of the changes in Legislation and the policy was approved by the Parents' Association and the Board of Management.
- It is also approved by the Patron and ERST (Edmund Rice Schools' Trust), our trustees.

**The school profile.**

- The school is a Catholic Primary school, which caters for boys from 2nd to 6th class. It operates under the patronage of Very Rev. Tony Mullins , under the Trusteeship of the Edmund Rice Schools' Trust, and it fully supports the religious and educational philosophy of the founder Edmund Rice.
- The school is managed by a Board of Management, is support funded by the Dept. of Education and Skills (DES), and operates within the guidelines and regulations set down from time to time by that Department.

**Brief history of the school.**

- Our school has been on site since 1828 and has a long and proud tradition in the education of the boys of the city. Further historical information can be obtained by visiting our website at [www.cbslk.ie](http://www.cbslk.ie) The school has a long tradition of welcoming pupils from other nations.

**ETHOS OF THE SCHOOL.**

The Ethos of the School is covered by the ERST Charter available at [www.erst.ie](http://www.erst.ie) or from the school. The five key elements are

- Nurturing Faith, Christian Spirituality and Gospel based values
- Promoting Partnership
- Excelling in Teaching and Learning
- Creating a caring community
- Inspiring transformational leadership

**The School Acknowledges :**

The school recognises the central role of the family as the primary educator of the child. The school also accepts and supports the constitutional right and duty of the parents to provide for the religious, moral, intellectual, physical and social education of their children.

The school aims to provide the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its students, with the resources available to us. The focus of the school philosophy is the education of the whole child to reach his full potential. We show special concern for the disadvantaged, respecting the dignity and uniqueness of each person. Conscious of the legacy of Edmund Rice, our school upholds the values and principles of a Christian education in the Catholic tradition. Working together as a school community, the Board of Management,

Principal, staff, parents and pupils will strive to provide an environment, which will allow all students to develop to their maximum potential and fulfil their role in society.

### Our mission statement.

## EDUCARE

- We aim to Educate and Care for all children and others in the school community.
- We aspire to continue the ethos of Blessed Edmund Rice and the Christian Brothers.
- We work in partnership with the parents and other agencies to ensure the child is happy, contented and reaching his full potential.
- We aim to prepare the child for progression in his education.

<b>PART 2.</b>	<b>OPERATING INFORMATION</b>
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1. The 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 Needs Act (2011), all relevant Equality legislation and DES Circulars.
2. The school accepts and supports the religious and educational philosophy of the Christian Brothers now in the ERST Network of schools.
3. Within this context and parameters of DES Regulations and programmes, the Rights of the Patron as set out in the Education Act (1998) and depending on resources available.
  - **inclusiveness**, especially with reference to the enrolment of pupils with special educational needs
  - **equality** of access and participation in the school.
  - **parental choice** in relation to selection of school, having regard for the characteristic spirit of that school.
  - **respect for diversity**. The school respects diversity of traditions, values, beliefs, language and way of life.

### School Resources.

The financial resources of the school are provided by a combination of, DES grants, capitation grants and fund-raising.

The implementation of the school's admission policy must have due regard to the financial and teaching resources of the school.

The school operates within the rules and regulations set down from time to time by the DES. It also follows the curricular programme prescribed by the DES, which may be amended from time to time by the DES, in accordance with the Education Act 1998, (sections 9 and 30).

**PART 3.****SCHOOL DETAILS**

 <b>Edmund Rice Place Sexton Street,</b>	 <b>061 413950</b>	 <b><a href="mailto:cbslk@eircom.net">cbslk@eircom.net</a></b>	 <b><a href="http://www.cbslk.ie">www.cbslk.ie</a></b>
 <b>Opening Times : 9:00am – 2:40pm</b>	 <b>Principal Mr.P.R.Hanley</b>	 <b>Deputy Principal Mr. Michael O Sullivan</b>	 <b>Chairperson BOM Mr.S. Bermingham</b>
 <b>Chaplain</b>	 <b>Caretaker Mr. R. Anglim</b>	 <b>Secretary Mrs.M.McLoughlin</b>	 <b>HSCL Ms. Doireann Garrard</b>
 <b>In 2016-17 = 6 Teachers</b>	 <b>Calendar Website</b>	 <b>Parent Teacher Meetings in October</b>	

**Visiting Educationalists** : On occasions, we will welcome drama groups, environmental experts, performers, entertainers, musicians, storytellers, social-awareness groups, sports coaches etc. to the school, to enhance the learning experiences of the pupils.

**Curriculum**

The school follows the curricular programme set down by the Department of Education and Skills, (which may be amended from time to time in accordance with Sections 9 & 30 of the Education Act 1998) which includes the subjects Religion, Languages : Irish, English, Mathematics, Social Environmental and Science Education, Visual Arts, Drama, Science, Social Physical Health Education, Music, Information Technology.

**Extra-curricular activities** : The school provides a wide range of artistic, sporting, social and cultural activities, which helps to develop the talents of the pupils. This provides them with the ability and confidence to be involved in various activities in later life. Development through team games is greatly encouraged in the school.

### **School Functions :**

Parents or guardians are welcome to attend the special functions listed

- The annual School Sports.
- The annual school Carol Service .
- The annual school Open Day
- 6th. Class Graduation Ceremony
- Search for Talent Finals

### **Fund-Raising :**

From time to time the Parents' Council or the school may organise a fund raising event to support activities for the students or / and parents. We ask your support for these. There is usually no more than one event per year.

**Parents' Association :** The school has a vibrant, active, voluntary Parents' Association, which meets every Month in the school. The association helps to promote the development of the students, and assists with various school activities. The Association can be contacted through the School Office.

<b>PART 4. ADMISSIONS PROCEDURES</b>
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The school welcomes all students and aims to provide an integrated and inclusive education.

#### **(A) Application for admission :**

- Application for enrolment in the school is made by completing the school's application form, and returning it to the School Office.
- The application form is available from the School Office & School Website
- The completed application form must be returned to the school by the closing date for receipt of applications. Applications for enrolment for the next school year are made at any time but mainly by the end of March in the preceding school year.
- The Board will inform the school community of the procedure for application, through appropriate channels, e.g. the feeder schools.

#### **(B) Enrolment :**

- Except in exceptional circumstances, children will be enrolled on application.
- Successful applicants will be informed, in writing, of their acceptance or refusal within 21 days of the closing date for the receipt of applications.
- Successful applicants may be asked to attend at the school on a given date, for the purpose of introducing the student to the school and, in order to identify, and plan for, the educational needs of the pupils.

#### **(C) Special Needs Applicants :**

- The school welcomes applications from pupils with special educational needs.
- The school will use the personnel and financial resources provided by the DES, to make reasonable provision and accommodation for students with disabilities or special needs, up to a nominal cost.
- The board on receipt of the medical and/or psychological report on a student 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 SENO (NCSE Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the medical and/or psychological reports.
- The school will meet 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, learning support teacher, special class teacher, resource teacher for special needs, SENO and psychologist as appropriate.

- In making provision for a child with special needs, the school needs to know if the child has had access to : Special Class / Special Needs Assistant/ Resource teacher/Educational & Psychological Reports/ Behaviour Supports/ Support for hearing or sight loss / travel support or other supports.
- If an expert report is provided, it should include workable strategies for addressing the needs of the child, allowing for the resources available.
- If no expert report is available, the school will request immediate assessment, in order to determine the educational needs of the child.

**Having gathered all the relevant information available, the Board of Management will assess how the needs of the child can be met.**

- The DES will be requested in writing to provide additional resources, if such are needed.
- It may be necessary for the Board to defer enrolment, pending the receipt of assessment reports and/or the provision of appropriate resources by the DES.

Parents or guardians of children with special needs are required to make early application to the school, to allow time to follow the procedures outlined above.

As soon as possible, but not later than 21 days after a parent or guardian has provided the relevant information, the Board of Management shall decide on the application concerned, and inform the parents or guardian in writing of their decision. (Educational Welfare Act 2000, Section 19, 3.)

**Exceptional Circumstances**

The school reserves the right to refuse enrolment or rescind the offer to enrol to any student in exceptional cases. Such an exceptional case could arise either

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

**(D) Transfer of pupils from other schools :**

- 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.

**(E) Decision-making Process :**

- Decisions in relation to admissions are made by the Board of Management, in accordance with school admissions policy.

- The Board will have regard for the relevant conditions prescribed by the DES concerning class size, staffing provisions, accommodation, physical space, health and the welfare of children. Parents will be notified of the board's decision within 21 days of the closing date for acceptance of applications.
- The Board reserves the right to refuse an application for admission, in exceptional circumstances, as stated in the Education Act of 1998, (Section 29).
- Scoil Iosagain's BOM will exercise due caution in the transfer of pupils from other similar type schools in our immediate area when there is no transfer of address involved. Parents will be requested to attempt to work with the current school and continue the child's education there until the commencement of the next school term.

**(F) Criteria for Oversubscription.**

- The school is unlikely to fall into this category but in the event then priority will be given to students who apply from our traditional (3) feeder schools ( St. Michael's infant School, Presentation Primary School Sexton Street and St. John's Infant Boys and Girls' School)

**The right of appeal :**

- Parents or guardians have the right to appeal a refusal by the Board to admit their child.
- The Board's decision will be given in writing and the reason for the refusal will be clearly stated.
- The parents or guardians will be informed of their right to appeal the decision, and will be supplied with the Appeals Application Form. (Circular 22/02)  
The appeal will be made to The General Secretary, Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1, on the relevant form.
- The Appeal must be submitted within 42 days of the school's refusal to enrol.

**(G) Documentation :**

- When applying for admission of their child to the school, parents or guardians will receive the following documentation:
  - (1). The Enrolment Policy Statement of the school.
  - (2). A copy of the Code of Behaviour of the school
  - (3). The standard Application Form of the school.
- Parents and guardians should note that the school has adopted policy statements in other areas of interest and concern, towards the best running of the school and the maximum development of the pupils

**Key Enrolment Points**

**To apply successfully one or all of the following must occur:**

- Pupils shall have completed their 1st Class education.
- Pupils should usually have done this in one of the following schools:
  - Marie King Presentation, Sexton Street.
  - St. Michael's Infant School, Sexton Street.

- St. John's Infant & Girls' School Cathedral Place

Other Pupils who apply must in general fall into one of these categories:

- Moved into the Parish
- Changed residence

Received permission from the Principal of their current school on condition that the student does not conflict with the terms of the new addendum December 2009.

When assessing whether to offer a place other than to those in points 1, 2 above the principal shall check that the pupil applying is not suspended or expelled from another school. He shall discuss the applicants behaviour and needs with the principal of the other school

## **APPENDIX TO THE ENROLMENT POLICY**

This is to be signed by all parents/guardians applying for application for their son/s to the school.

Parents are reminded that many elements of the Alive-O series involve care for themselves, others, the community and the world at large and are generally common to people of all or no religion.

Scoil Iosagain Primary School is a Catholic School whose school plan is underpinned by our Catholic ethos. Our aim is to provide a safe, happy learning environment where children's emotional, psychological, physical and moral development is catered for in addition to their academic progress. The school promotes and expects from its pupils a tolerance of different religious beliefs and those of no religious belief.

Please fill in appropriate sections having carefully read them and assessed the impact of your choice.

I wish my son to be instructed in the Catholic Faith      YES \_\_\_\_ NO \_\_\_\_

I appreciate that there is no compulsion on my son to take part in the RE classes in school but that the school may not, due to financial and supervision restraints, be in a position to monitor my son outside of the classroom. I can choose to allow him remain in class at a different academic activity allocated by the teacher or withdraw him from the school for the RE period. I understand that he may not be permitted to remain in the playground.

If I choose that my son does not be taught in the Catholic faith we respect the rights of other children to do so and we will ensure our children will not say or do anything that would undermine or compromise the rights of others to have a faith class.

Pupil's Name \_\_\_\_\_ Signed (Parent/Guardian) \_\_\_\_\_