

ENROLMENT POLICY

LIGHT OF CHRIST SCHOOL Dunmore East, Co. Waterford

Enrolment/Admissions policy

Introductory Statement

This policy was drafted by the Principal and Staff together with members of Board of Management and was submitted to representatives of Parent Body for comment.

Rationale

We have decided to focus on areas of enrolment in order to fulfill our statutory obligations under the Educational Act 1998 and to honour our commitment to promoting equality, inclusiveness and parental choice.

Mission Statement

Education in Light of Christ School is committed to the holistic development and to the achievement of the full potential of each student of the local community. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Light of Christ education is committed to an on-going whole-school development in collaboration and partnership with the Board of Management, Staff, Parents and wider community.

AIMS

The Aims of this policy are:

- To streamline the enrolment procedure.
- To implement the provisions of the Education Act 1998 and Education Welfare Act 2000.
- To effectively communicate the enrolment procedure to prospective parents

Section A
STATEMENT OF GENERAL POLICY

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters.

School Name:	Light of Christ School
School Address:	Dunmore East, Co. Waterford.
Telephone/Fax:	(051) 383646
Denominational Character:	Roman Catholic.
Name of Patron:	Most Rev. Alphonsus Cullinan.
Total number of teachers in the school:	5

There are 4 mainstream class teachers and one SET Teacher in the school. Light of Christ School is an all girls' Primary School and caters for full range of classes from Junior Infants to Sixth Standard.

The school depends in the main on the grants and teachers resources provided by the Department of Education and Skills and it operates within the regulations laid down by the Department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed 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 Department regulations and programmes the rights of the patron as set out in 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 disability or other special needs.*
- *Equality of access and participation in school.*
- *Respect for diversity of values beliefs, traditions, languages and ways of life in society.*

The school day begins officially for all students at 9.20 a.m. It finishes at 2 p.m. for Junior and Senior Infants and at 3 p.m. for classes 1st to 6th.

APPLICATION PROCEDURES.

Any Parents/Guardians wishing to enroll a child in Light of Christ School should apply to the school secretary between 9.30 and 1p.m. Monday to

Friday during school term. The Secretary will issue them with a registration form which should be completed and returned to the school.

In the months prior to enrolment, an acceptance form will be issued and this form ensures that your child has been accepted as a prospective candidate for enrolment. An Induction session for parents of children scheduled to commence school on the following Sept is held in April/May each year. Policies are available at school and on the website for Parents to read over.

Section B

Decision-Making

As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is a vacancy.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.

The Board will refer to relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board is bound by the Dept of Education and Skill's *Rules for National Schools* which provides that pupils may only be enrolled from age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

Criteria for new entrants

1. This is a single sex school so only caters for girls at present.
2. Where there are siblings of the proposed new entrant already in the school.
3. Catholic Families from within the catchment area.
4. Thereafter to other children from within the catchment area.
5. And then to Catholic children from outside the catchment area.

Junior Infants will normally be enrolled on commencement of new school year but the Board of Management policy allows child to be enrolled up to Sept 30th subject to available spaces.

ENROLMENT OF CHILDREN WITH SPECIAL NEEDS.

In relation to applications for the 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 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, prior to enrolment request the Department of Education and Skills 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, special needs assistant, transport services, building modifications or other.

The school Principal will meet with the parents of the child 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, SET teacher, psychologist, S.E.N.O., as appropriate.

PUPILS TRANSFERRING

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases the approval of the Department of Education and Skills. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools, under the terms of the Education Welfare Act (2000).

PROCEDURE

Final decision in relation to application for transfer will be left to the discretion of the Board of Management.

Code of Behaviour.

See photocopy of Ed. Act 2000 Sections 23/24 with our Code of Behaviour policy.

SUPPORTING, DEVELOPING AND IMPLEMENTING THE SCHOOL POLICY

The Board of Management in partnership with the staff will monitor the policy on an ongoing basis.

Ratified by Board of Management on _____.

Signed: _____

Chairperson B.O.M