

SCOIL DEAN CUSSEN

Brú na nDéise

Bruff

Co. Limerick.

Enrolment Policy

SECTION 1: GENERAL INFORMATION

Introduction

This enrolment policy is 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. Mr. John Clifford, the chairperson of the Board of Management of Scoil Dean Cussen, Brú na nDéise, Co. Limerick and the Principal, Ms Gerardine Enright, will be happy to clarify any further matters arising from the policy.

Scoil Dean Cussen 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 Science (DES) Circulars.

School Name:	<i>Scoil Dean Cussen</i>
School Roll Number:	20133H
School Address:	Brú na nDéise, Bruff, Co Limerick.
Telephone No.:	061-382568
Denominational Character:	Catholic
Name of Patron:	Catholic Bishop of Limerick
Total No. of Teachers:	17
Range of Classes Taught:	Junior Infants to Sixth Class
Gender Orientation of School:	Co-educational

The school depends on the grants and teacher resources provided by the Department of Education and Science 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.

The school follows the curricular programmes prescribed by the Department of Education and Science, 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 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.

SECTION 2: ENROLMENT PROCEDURES

Application Procedure

The Board of Management request that parents wishing to enrol pupils in Junior Infants contact the school and make an appointment to meet with the Principal. Enrolment application procedures will be explained at this meeting. The enrolment process is by way of written application after the initial introductory visit. The Board specifies March 30th at 3.00pm for receipt of completed applications for the following academic year.

Provision of Key Information by Parents/Guardians

The school has a specific enrolment application form (Appendix 1). A copy of this form may be obtained by contacting the school office to make an appointment to come and see the Principal.

A registration form (Appendix 2) 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 enroll.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

Decision Making

Decisions in relation to enrolment applications 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.

The Board will have regard for relevant Department of Education and Science 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 Department of Education and Science's *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 enroll in Scoil Dean Cussen must have reached the age of 4 years by August 31st of the year they will commence school.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Children of staff members, priority eldest ;*
4. *Random selection (independently verified).*

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

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

Admission Day/Date

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 30th of the year of enrolment.

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, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist and Occupational Therapist, 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 Science.

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 only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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.

School uniform and Healthy Eating Policy

All Parents/Guardians of pupils seeking enrolment in Scoil Dean Cussen are asked to ensure that pupils wear the school uniform and obtain the relevant requested school materials. Lunch and morning break are governed by the school's healthy eating policy and integrate with the Social, Personal and Health Education area of the taught school curriculum. Parents/Guardians are requested to support their children in adopting healthy eating habits.

SECTION 3: APPEALS

The Board of Management of Scoil Dean Cussen 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 Science. 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 Science website at www.education.ie

SECTION 4: EXCEPTIONAL CASES

The Board of Management of Scoil Dean Cussen 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 Science, the school cannot meet such needs and/or provide the student with an 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.

SECTION 5: POLICY APPROVAL/RATIFICATION

This policy was ratified by the Board of Management of Scoil Dean Cussen on October 12th 2010.

Signed: John Clifford Chairperson, Board of Management

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



Code of Behaviour

The Code of Behaviour for Scoil Dean Cussen was reviewed in Spring 2010 with the aid of "Developing a Code of Behaviour" – Guidelines for Schools and taking account of the views of staff, parents and pupils.

Aims and Objectives

The school's code of discipline reflects the Christian values promoted within the school, with an emphasis on forgiveness, reconciliation, new beginnings and hope. Teachers are sensitive to the needs and particular circumstances of the pupils. Our school aspires to create a safe happy environment, where all the children can reach their full potential through the encouragement and affirmation of positive behaviour. With this in mind we hope:

- ~ To provide guidance for pupils, teachers and parents on behavioural expectations.
- ~ To provide for the effective and safe operation of the school.
- ~ To develop pupils' self-esteem and to promote positive behaviour.
- ~ To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
- ~ To facilitate the education and development of every child.
- ~ To foster caring attitudes to one another and to the environment.
- ~ To enable teachers to teach without disruption.

1. In devising the code, consideration has been given to the particular needs and circumstances of Scoil Dean Cussen N.S. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption free environment.
2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within, which teachers utilize positive techniques of motivation and encouragement.
3. Scoil Dean Cussen N.S. places greater emphasis on rewards than on sanctions in the belief that this will, in the long run, give the best results and leads to better self-discipline.
4. Scoil Dean Cussen N.S. recognises the variety of differences that exist between children and the need to accommodate these differences.
5. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents.
6. Rules are being kept to a minimum and are positively stated in terms of what pupils should do.

7. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This should help to reduce boredom, lack of interest and lack of progress.
8. The overall responsibility for discipline within Scoil Dean Cussen N.S. rests with the principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.

General Guidelines for Positive Behaviour

1. Pupils are expected to treat staff, their fellow pupils and visitors with respect and courtesy at all times. It is expected that children will not use unacceptable behaviour and will not bully others.
2. School opens for pupils at 9.10a.m. – officially ending for Infants at 2.10p.m. and all other pupils at 3.10p.m. School insurance only covers pupils between these times. Punctuality is of prime importance.
3. Every absence of a child must be accounted for either by forwarding a note or by making contact with the school.
4. If a child is missing from school or needs a half-day, a note is required.
5. Any infectious illness should be notified to the school immediately. Sick children should not be in school. administration of prescribed medication can only be undertaken by teachers after a cover note from parents and with permission from the Board of Management.
6. Children's clothes and other personal property such as school books, copies etc. should be labelled.
7. Pupils must respect all school property and keep the school environment clean and litter free.
8. All teachers advocate a healthy lunch.

Strategies and affirming Positive Behaviour

1. A quiet word or gesture to show approval
2. A comment on a child's exercise book
3. A visit to another class or Principal for commendation
4. Praise in front of the class group
5. Individual class merit awards, points awards or award stamps
6. Delegating some special responsibility or privilege
7. Written or verbal communication with parent
8. Graded reward system: Stars leading to Certificates
9. Use of: "Positive Behaviour" cards to inform parents of good behaviour
10. Positive mention by Principal on the Intercom.

The following strategies may be used to show disapproval of unacceptable behaviour

1. Reasoning with the pupil
2. Verbal reprimand (including advice on how to improve)
3. Temporary separation from peers within class or in yard and/or temporary removal to another class
4. Prescribing extra work
5. Loss of privileges
6. Use of yellow and red cards to communicate misdemeanours to parents.
7. Detention on a Friday. Reason for this to be communicated to parents in advance by means of yellow card which is signed by parents and return to the school
8. Communication with parents
9. Referral to Principal
10. Principal communicating with parents
11. Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000)
12. Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health/safety. Communication with parents will be verbal or by letter, depending on circumstances. The parents concerned will be invited to come to the school to discuss their child's case.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to the school to discuss their child's case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour. Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of medical information. Suspension, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorize the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents. Expulsion may be considered in an extreme case, in accordance with the Rules for National Schools and the Education Welfare Act Section 24 of the Education Welfare Act.

In the belief that the most effective schools tend to be those with the best relationship with parents, every effort will be made by the principal and staff to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents and that parents are not only told when their children are in trouble but also when they have behaved particularly well.

Parents have a role to play by encouraging their children to have a sense of respect for themselves and others. They should show an interest in support and encourage their children's school work. They should be familiar with the code of behaviour, support its implementation and co-operate with teacher in instances where their child's behaviour is causing difficulties for others. They should communicate with the school in relation to any problems which may affect their child's progress/behaviour.

Pupils have responsibilities to attend school regularly and punctually. They should listen to their teachers and act on instructions/advice. They should show respect to all members of the school community, school property and the property of others. They should avoid behaving in a way that would endanger others. Name-calling, swearing and nasty remarks are to be avoided. They should include other pupils in games and activities. Lastly they should follow school and class rules.

Teachers should endeavour in implementing the Code of Behaviour to create a safe working environment for each pupil. They should recognise and affirm good work. They should be consistent, courteous and fair. They should keep opportunities for disruptive behaviour to a minimum and deal appropriately with misbehaviour. They should keep a record of instances of serious misbehaviour or repeated instances of misbehaviour. Lastly they should communicate with parents when necessary and provide reports on matters of mutual concern.

This code will be reviewed every two years or as necessity arises.

Parents / Guardians will be issued with a copy of this Code of Behaviour on the enrolment of their child/children in the school.

The Policy was ratified at a meeting of the Board of Management on Tuesday, June 16th, 2010.

John Clifford 16th June 2010.