



Scoil Barra Naofa Cailíní

Admissions Policy

General Introduction

The Enrolment Policy of Scoil Barra Naofa Cailíní is set out in accordance with the Provisions of the Education Act (1998).

This Enrolment Policy was reviewed and amended by the Board of Management as part of its ongoing review of school policies, on the 03/10/2018.

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, Ms. Eleanor Crowley, Linden Ave., Beaumont, Cork, and the School Principal, Ms Marge O'Brien (phone 021-4364364) will be happy to clarify any further matters arising from this policy.

The School

Scoil Barra Naofa Cailíní (also referred to as Beaumont Girls' School) is a Catholic National School for girls under the patronage of the Catholic Bishop of Cork, Dr. John Buckley. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

The school caters for the full range of classes from Junior Infants to Sixth class. Beaumont Girls School has predominantly single stream mainstream classes and one special class for children (boys and girls) diagnosed with an Autism Spectrum Disorder (ASD). The staffing schedule of the school is decided on by the Department of Education and Skills and communicated to Boards of Management annually. It is an inclusive school and caters for children of differing abilities. Special Needs Assistants are assigned to the school by the Department of Education and Skills to enable the inclusion of certain children with special educational needs.

The school depends on grants and teacher resources provided by the Department of Education and Skills and operates within the rules and regulations as laid down from time to time by the Department of Education and Skills. This Enrolment Policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Scoil Barra Naofa, Cailíní follows the curricular programmes laid down 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 of Education and Skills regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the Enrolment Policy of Scoil Barra Naofa Cailíní 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 the diversity of values, beliefs, traditions, languages and ways of life in society.

Therefore, no child will be refused access to Scoil Barra Naofa Cailíní for reasons of ethnicity, religion, special educational needs, disability, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

Application Procedure

Junior Infants:

An application form is available from the school office or can be downloaded from the school website www.beaumontgns.com Applications to enrol in Junior Infants will be accepted up to November 1st of the year prior to the enrolment year. Any applications received after this date will only be examined after all other applications have been processed in line with the criteria outlined in this policy.

A separate application is also available for the ASD class.

Senior Infants to 6th Class.

Applications for all other classes i.e. Senior Infants to 6th can be made at any time during the school year.

1. The Board of Management will communicate generally to the school community through relevant channels e.g. emails/texts, school website, newsletter and other appropriate media outlining the procedure for application for enrolment. This communication will generally be in the October preceding the enrolment year.
2. Application forms, which are available in the school office or on the school website, should be completed by the parents/guardians and returned to the school accompanied by an original birth/adoption certificate. Evidence of residency/address may be requested.
3. Junior Infants: Completed Application forms accompanied by an original birth/adoption certificate should be returned to the school by November 1st of the year prior to the enrolment year. Any applications received after this date will only be examined after all other applications have been processed in line with the criteria outlined in this policy.
4. The completion of an Application form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school.
5. Senior Infants to 6th Class: Applications for these classes can be made at any time, subject to Board approval.

6. Prospective parents will be invited to an Open Evening during the school year prior to entry, where the staff and pupils will showcase the school.
7. Junior Infants are usually enrolled at the start of the school year in Aug/Sept provided the child has reached their 4th birthday. Normally, Junior Infants will not be enrolled during the year unless transferring from another school. This is for educational reasons as the curriculum is progressive and it is necessary for the child to complete a full year.
8. Prospective pupils other than Junior Infants may be enrolled on application provided that there is space available at the discretion of the Board of Management.
9. No child is refused admission for reasons of ethnicity, special educational needs, disability or religious beliefs.
10. Decisions in relation to application for enrolment are made by the Board of Management.
11. Parents will be informed of acceptance for enrolment of the child as soon as possible after the decision by the Board of Management.
12. Offers of a place must be accepted within the time specified in the letter of offer. In the event of an offer not being accepted within the specified date, the right to a place is automatically forfeited.
13. If a parent decides not to accept the offer of enrolment for the proposed year, the offer cannot be deferred to the following year and the offer is automatically forfeited. The application is postponed to the following year and will be subject to the application process once again.

CRITERIA FOR SELECTION OF PUPILS INTO JUNIOR INFANTS

In determining enrolment the Board of Management shall take into account the Department of Education and Skills regulations and recommendations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of the children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and staff who work in the school.

Where the number of applications exceeds the number of spaces available, the Board of Management has determined that the allocation of places will be made in strict accordance with the following criteria and in the following order.

1. Siblings of pupils already enrolled in Beaumont Girls' or Beaumont Boys' school (including step-siblings resident at the same address).
2. Applicants living within the parish of St. Michael's (please note that not all Blackrock addresses are in the parish)
3. Applicants who live in the Blackrock Postal area.

4. Applicants who do not live in St. Michael's parish and do not have a Blackrock address with priority given to children whose home address is closest to the school (as measured by a straight line on an O.S map).

In the event where the number of applicants in each category exceeds the number of places available within that category, the pupils will be chosen by lottery.

- Places will be allocated thereafter according to the established criteria listed above and confirmed by the Board of Management at its next meeting.
- In the application of these criteria the Board of Management reserves the right to make exceptions to provide for the enrolment of children of staff members, children of ethnic minorities, traveller children, children of refugees, asylum seekers etc
- Parents will be notified of the decision of the Board of Management within 2 weeks of the meeting at which enrolment decisions are made.

Children with Additional Needs

Girls with special educational needs are welcome to apply to enrol in the school and every effort will be made to provide them with an appropriate education and to include them in every aspect of school life. Decisions on the enrolment of a child with additional needs will be informed by the level of resources provided by the Department of Education and Skills to the Board of Management.

The Board of Management may request copies of relevant reports or request that the child be assessed immediately before a decision is made on her enrolment. This is to assist the school in establishing the educational needs of the child and to profile the support services required. The school will meet with the parents of the child with additional need to discuss the school's suitability for the child.

If the application for enrolment is successful, the Board of Management will endeavour to have all resources and supports in place before the child is admitted to the school but this may not always be possible. If considered necessary, a full case conference may be called which will include parents, class teacher, support teachers, psychologists and/or social workers as appropriate.

Enrolment procedures for the ASD class are outlined in a separate Admissions Policy.

Exceptional Circumstances

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise (but is not limited to) where either:

The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the Board of Management decides that the school cannot meet such needs and/or provide the pupil with an appropriate education or in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property. (See appeals procedure below)

Children of other Faiths

Bearing in mind the Catholic ethos of the school, every effort will be made to ensure that the school is as inclusive as possible. Catholic education and the ethos of the school permeate the day. However, children of other Faiths or none, where request is made in writing, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as is possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

Appeals Procedure

- In line with Section 28 of the Education Act 1998, 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, may appeal to the Department of Education and Skills 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.

School Ethos and Policies

Boys enrolled in Beaumont Girls' School are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their children co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour is available to all parents on the school's website. As [part of our enrolment procedure each parent will be requested to read and support the school's Code of Behaviour.

This policy was approved by the Board of Management and shall be reviewed annually and changed if necessary and appropriate.

Signed: _____

Ms. Eleanor Crowley. Chairperson , Board of Management.

Date: 3rd October 2017

Policy reviewed October 2018

Signed: _____

Chairperson