



The Glebe National School

Aughrim

Aughrim, Ballinasloe, Co. Galway | 090 9673650 | www.theglebens.com | info@theglebens.com

Enrolment and Admission Policy

1. Introduction

The Board of Management of The Glebe National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

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

2. General School Information

Name of School: The Glebe National School

Telephone number: 090 9673650

Email address: cinsagh.ias@eircom.net

Roll number: 15900U

The Right Reverend Bishop Kenneth Kearon is the Patron of the school.

At present, the teaching staff is comprised of Ms. Lisa Fenton, Principal Teacher, Ms. Nicola Waters, second mainstream teacher and Mrs. Bernie Glennon, S.E.N. Teacher. The full range of classes are taught in the school and classes are of mixed gender. The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management (the '**Board**') reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.

In determining the level of admissions, the Board shall take account of Department of Education & Skills ('**DES**') regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements, including, for example, traffic restrictions; it shall also have regard to issues such as physical space, multi-grade classes, the presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the School.

Class starts at 9.10am and finishes at 2.50 pm. Infant Classes finish at 1.50 pm.

3. Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

4. Legal Framework

This admissions policy for The Glebe N.S. has been devised in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, Equal Status legislation, the relevant sections of the Education(Admission to Schools) Act 2018, directives of the School's Plan and following consultation with the school community.

In this policy any reference to parents is to be taken as including reference to guardians, any reference to a child to be taken to include a child who has been adopted or fostered, any reference to siblings is to be taken as including reference to step siblings and foster siblings.

Section 9 (j) of the Education Act 1998 specifies, that "A recognised school shallSubject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school".

Section 15 (2) (d) states the Board of Management shall "publish The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents' choice are respected".

Section 27 (1) states that "A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school" and (2) that "the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers".

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school's Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information "make a decision in respect of the application concerned and inform the parent in writing thereof".

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of "gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community" regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

5. Goals

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures.

- To enable applications for admission to the school to be handled in an open, transparent manner.
- To put in place criteria under which applications shall be considered.
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation.
- To specify what information is required by the school at the time of application.

6. Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It will make every effort to secure those resources – where the resources cannot be secured the school may refuse admission. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

7. Roles and responsibilities in developing and implementing this policy:

Roles of Board of Management

- To ensure that a policy is in place and that it is reviewed.
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
 - a) For the purposes of fostering and appreciation of learning among students attending the school and
 - b) Encouraging regular attendance at the school on the part of all students.

Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees.
- To monitor its implementation and to ensure that it is reviewed by the review date.
- To implement the policy and to support other teaching staff in their implementation of the policy.
- To apply for and acquire such resources as are available in accordance with government policies.
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students.

- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.
- To ensure a register of all students attending the school is established and maintained.
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same.
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parents confirm in writing their acceptance of the Code and an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child.
- To provide, on request, to any parent of a child registered in the school a copy of the Code of Behaviour.
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits.

Role of Teaching staff

- To co-operate with the implementation of this policy.
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments.
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher.
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.

Role of Students

- To co-operate fully with the school in the implementations of the policy.
- To offer suggestions for improving the service to students with special needs.

Role of Parents

- To support the policy and to co-operate fully with the school in its implementation.
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.

8. Policy Considerations

The Board of Management of The Glebe National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of The Glebe National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Science class size directives
- Appropriate Supports and Resources are available
- Time of school year

9. Procedures – Application, Enrolment Criteria & Decision / Appeals

- Failure to fully complete forms may result in refusal to admit a student.
- Further relevant information may be sought at a later stage.
In applying the criteria for enrolment, the school will take into account Gender Balance Male / Female and limitations in the size of classes

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources-where the resources cannot be secured, the school reserves the unfettered right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

Notification of Intention to Apply Form

- Those intending to apply for enrolment of a student in the School (the “**Intending Applicant**”) should contact the School and request a copy of the “**Notification of Intention to Apply Form**”. Submission of the Notification of Intention to Apply Form does not offer any priority whatsoever to the Intending Applicant nor does it in any way guarantee a place for him/her either for the term and year requested nor for any other term or year.
- If the intention is to seek to enrol a child in less than 21 days, an Application Form should be requested and there will have to be full compliance with this Policy in terms of the application.
- Those who have returned a Notification of Intention to Apply Form will be sent an Application Form in the proposed year of proposed enrolment in the School.

Application for immediate admission in the current school year

- School Enrolment Form for Pupils are available from the school secretary.
- Failure to fully complete forms will result in refusal to admit the applicant.
- The behaviour record of a student in their previous school shall be considered.
- The attendance record of a student in their previous school shall be considered.

Transfer from other Primary Schools

Pupils wishing to transfer to from other schools are enrolled subject to Rules Governing National Schools, as well as The Glebe NS enrolment and admission policy and local agreement with other schools. In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another, at any time of the year, either with the consent of the Minister or when the transfer is made because of a change in the ordinary residence of the child. This is also subject to school policy and available space. When the application is made in respect of pupils between the age of 4 and 5 years of age the Principal shall ascertain from the parent whether the pupil was previously enrolled in another National School, and if so, should request the parent to obtain a certificate to that effect from the Principal of the school which the pupil previously attended. This certificate should then be retained in the roll book of the particular class in which the pupil is enrolled. If there is a vacancy, a principal teacher must admit and enrol a child that is transferred at any time of the year or with the Minister's consent or because of change of address whether or not the child has a certificate from the previous principal. The principal teacher from which the child is removed must give the parent on demand the letter prescribed including number of absences to date. A child removed from the roll in accordance with the terms of rule 62(2)(c) shall at any time after he/she was so removed and at the request of his/her parents/guardian be re-enrolled in the school notwithstanding any alteration policy in the school which may have occurred during the period when the child was not on the roll and subject only to there being a place available in the school.

Junior Infant Enrolment Procedure/ All Applications for Admissions

- All applications for a place in the School shall be submitted to the School Principal on the approved Application Form. An Ethos statement and Code of Behaviour will be furnished to each Applicant with a copy of the Application Form at the appropriate time, in advance of the Admissions Application period.
- The application must be submitted during the Admissions Application period i.e. during the month of April each year.
- The strict deadline for receipt of fully completed Applications form is 3 pm on **April 30th**.
- Only those Application Forms that have been completed in full, signed, dated, accompanied by relevant supporting documentation and submitted by the closing date will be considered by the Board. In order for an application to be considered, all required accompanying documentation must be provided prior to the closing date.
- An Application Form must be accompanied by
 - (i) A birth certificate for the student in respect to whom the application has been made (the "**Applicant Student**")
 - (ii) Proof of address in the form of a utility bill in the Applicant's name (or in one of the Applicant's names where there is more than one Applicant), which must be dated no later than three months prior to the closing date
 - (iii) Statement confirming that the Applicant Student is a member of a minority religion, where applicable as outlined below
 - (iv) Evidence to support the statement that the Applicant Student is a member of a minority religion, where applicable, as outlined below.
 - It should be noted that submission of an Application Form does not confer a right to admission nor does it guarantee a place in the School.
 - Submitting inaccurate information on an Application Form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn, the place being reallocated and the Applicant Student being placed last on the waiting list.

- Submission of the Application Form early in the Admissions Application period is not a factor in the allocation of places in the School. If an application is submitted prior to the Admissions Application Period, the application will not be considered by the Board.
- Applicant Students, in respect of whom applications are made for Junior Infants, must have attained their 4th birthday (or older if applicable) no later than the first school day in the school year in respect of which the application for enrolment is made.

Applications for admission to Junior Infant Class must be made by the end of April of the year in which it is expected that the child will start school. Where places are available late applications may be considered. The Board of Management strongly recommends that applicant children are at least four years of age on or before June 30th of the school commencement year.

The registration process is initiated on receipt by the school of a completed pre enrolment form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications. Date of application, child's date of birth, address and telephone contact number are recorded in the School Record of Applications, and the secretary will forward an acknowledgement slip (see Appendix A) to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

Entry in the School Record of Applications means that an application will be considered in early May of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.

Consideration of the Applications

- The Board having considered the applications, will issue its decisions in writing within 21 days of the closing date.
- Waiting lists for Applicant Students, only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.
- Applicants who have been offered a place must inform the School, by completing and returning the admissions acceptance form within fourteen calendar days of being offered a place. Failure to do so within this timeframe will result in the place being forfeited and being reallocated.
- Any contact with and/or lobbying of school personnel and/or board members regarding an application for admission will automatically disqualify the applicant and a place will not be offered.

The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including DES/Patron requirements, changes in legislation etc.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing and/or by phone call of the outcome and a copy of the school enrolment form for pupils (Appendix B) will be sent to successful applicants for completion. Those who are successful in obtaining a place in the school will then be invited to attend an Induction Day, usually held in June of that school year. Prior to the Induction Day parents may be invited to attend an Information Evening in the school.

If refused admission applicants will be notified of their entitlement to appeal under Section 29 of the Education Act 1998. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of The Glebe NS is also responsible to respect the rights of the

existing school community and in particular the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserve the right to determine the maximum number of children in each class and classroom. The Glebe NS will offer places to children in the following order:

- a. size of available space in classroom.
- b. educational needs of children of a particular age.
- c. multi-grade classes.
- d. presence of children with special educational/behavioural needs (see section 10 below).
- e. DES maximum class average directives.

10. Refusal to Enrol

- The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy
- In exceptional circumstances, the School reserves the right to refuse enrolment where:
 - i. The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;
 - ii. The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.
- Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

11. Priority

1.1 The National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) to (d) , as follows:

- (a) **Priority Category 1:** An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school¹ and who lives within the boundary of The Aughrim and Creagh Parish Union/lives within ten miles radius of the School/has access to the School Transport Scheme for the. School
- (b) **Priority Category 2:** An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school² and who lives within the boundary of Clonfert/Athlone/Roscommon/Shinrone/Tuam/Galway Parishes/lives within twenty miles radius of the School.
- (c) **Priority Category 3:** An Applicant student who is a brother or a sister of children already in the school or who have attended the school in the past. If the class is oversubscribed on this basis, then places will be allocated on the basis of age.
- (d) **Priority Category 4:** Children of current teaching staff.

¹ As defined in Section 7(A)(2) of the Equal Status Act

² As defined in Section 7(A)(2) of the Equal Status Act

- (e) **Priority Category 5:** Children whose parents are past pupils of the school. If the class is oversubscribed within the application of this criterion, then those whose primary residence is furthest from the school will be the first eliminated.
- (f) **Priority Category 6:** If space is still available, class numbers are completed from the waiting list, which is compiled and ordered according to the date of original application. The criteria are listed in order of priority.

In respect of Priority categories 1 and 2 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

- (i) a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion and (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

and

- (ii) evidence from the Applicant to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of:-
 - a letter from the relevant religious leader confirming, that the Applicant Student is a member of the minority religion or
 - the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the minority religion or
 - a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the minority religion.

Where the number of Sibling Applicant Students in such a priority category, exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students using a lottery system (method to be agreed by Board). Where the number of Sibling Applicant Students in such priority category does not exceed the number places available, the remaining places in this category will be allocated using a lottery system. (method to be agreed by Board).

Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student's place on the waiting list as it applies in the particular priority category.

Children enrolled in The Glebe NS are required to co-operate with and support the schools/Board of Management's Code of Behaviour as well as all other policies on curriculum, organization and management. The BOM places Parents/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's Rules for National Schools these policies may be added to and revised from time to time.

12. Enrolment of Children with Special Needs

Parents are asked on the application form to list, detail and attach any reports/assessments/needs their child has had since the time they were born, or any concerns they may have about their child's behaviour or needs. If the Board of Management becomes aware in September (or earlier or later than

September) that parents did not disclose honestly the needs of their child on the application form or withheld reports, the child's admission to the school may be deferred until the BoM has the time to assess how the school could meet the needs specified in reports and until adequate resources are in place to meet the child's needs as well as respecting the rights of the existing school community and in particular, the children already enrolled and their siblings.

Having received an application form, the school will meet with the parents, before enrolment of the child, to discuss the child's needs and the school's suitability or capability in meeting those needs. The Board of Management of The Glebe NS, through the principal, will request a copy of all the child's medical and/or psychological report/s. If this is not available the Board will request that the child be assessed immediately. This report is requested to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special education needs and to profile the support services required. Following receipt of the report, the Principal on behalf of the BoM will assess how the school could meet the needs specified in the report. If necessary, a full case conference involving all parties may be held. The Board of Management may decide to enrol the child but to defer admission until the resources the child needs are put in place in the school.

Where the Board deems that resources are required, the principal, on behalf of the BoM will apply to the Special Education Needs officer (SENO) for the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the provision of any or a combination of the following: teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. If the SENO does not sanction the resources necessary to meet the child's needs the BoM will appeal the decision of the SENO.

- The Board may decide to defer admission of an enrolled child to the school, pending
- The receipt of an assessment report and/or
- The provision of appropriate resources by the DES to meet the needs specified in the Psychological and/or medical report.

13. Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive Parental feedback

14. Appeals Procedure

- Applicants who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be downloaded from www.education.ie. This appeal must be submitted to the DES within 42 days of receipt of the decision of the Board to refuse enrolment.

15. Monitoring Procedures

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him/her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

16. Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2024.

17. Ratification of Policy

This policy was adopted by the Board of Management on March _____ 2019.

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Appendix A – Acknowledgement of Pre-Enrolment Form



The Glebe National School
Aughrim

Aughrim, Ballinasloe, Co. Galway | 090 9673650 | www.theglebens.com | info@theglebens.com

The Glebe NS wishes to acknowledge that on _____ [insert date] it received a pre-enrolment form for _____ [insert child's name and date of birth] regarding a place in _____ [insert class and year]. Your child's name has now been placed on the School Record of Applications and we will be in contact with you again before the end of May 20____.

Signed: _____
Principal

Date: _____

