



*Lavally National School,
Lavally,
Tuam,
Co Galway.*

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ENROLMENT POLICY

Lavally N.S.

Lavally N.S is a co-educational primary school in Co Galway. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual and promotes a Christian philosophy of life.

There are four full time teachers, including the principal, and one shared Support Teacher employed in the school. The school caters for the full range of classes from Junior Infants to Sixth class. There is also a 1.5 post SNA.

Children enrolled in Lavally N.S, will be provided with an Enrolment Pack.

This pack contains: letter of welcome, Mission Statement, information sheet on school opening and closing times, school uniform, school lunches, healthy eating policy, book rental scheme, how best to prepare your child for primary school, correct letter formation for Junior infants, school amenities and activities, Code of Behaviour and an enrolment form. Parents/guardians 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 child(ren) co-operate with these policies in an age-appropriate way.

Lavally N.S. operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Skills. 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. Lavally N.S. follows the curricular programmes laid down by the Department of Education and Skills.

Application Procedure

The Board of Management of Lavally N.S. will communicate generally to the school community through appropriate channels e.g, notice erected outside of school building, notice in local shop, notice in community centre, parish bulletin, local newspapers and parent letters to outline the application for enrolment procedures.

Parents seeking to enrol their child(ren) in Lavally N.S. should attend enrolment night for

parents and return a completed enrolment application form(contained in the enrolment pack) to the school as soon as possible. Parents of children enrolled in Junior Infants and mid stream on enrolment evening will be invited to an Open Day in the school in June each year.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of Lavally N.S. is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of the children.

It will be necessary to convene a meeting of the BOM where a parent seeks to enrol their child/children from another school within the parish.

The completion of an application form or the placement of your child'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 application for enrolment are made by the Board of Management. Parents will be notified of acceptance of their children and as a general principle, children will be enrolled on application provided that there is space available and the child has reached his/her 4th birthday though compulsory attendance does not apply until the child is six years of age.

To assist the school in such circumstances of over-crowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Skills guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

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

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment:

- A. Brothers and sisters (including stepsiblings, resident at same address) of children already enrolled with priority going to oldest.
- B. Children living within the parish – priority oldest.
- C. Children of current school staff – priority oldest.
- D. Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the parish/agreed catchment area.
- E. In the event of being unable to enrol a child(ren) from categories A, B, C in a given class at the beginning of a year, or mid-year, such children will receive priority (in

order of A, B, C) for the subsequent school year over other children on the class waiting list.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and school's Enrolment Policy.

Children with Special Needs

Children with special needs enrolling in Lavally N.S. will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management

The Board of Management may request a copy of the child's medical and/or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants etc, specialised equipment or furniture, transport services etc.

The school will meet with the parents of the special needs child to discuss the school's suitability for the child. If necessary a full case conference may be called including parents, class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/or provision of resources by the Department of Education and Skills to meet the needs specified by in the psychological and a medical report.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational need

Appeals Procedure

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. #

Review

His policy was reviewed by the Principal, Deputy Principal and AP 2 Post- Holder on

Ratified by Board of Management on _____

Signed _____

(Chairperson, Board of Management)