

Scoil Aodh Rua agus Nuala

Donegal Town
Co. Donegal

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Principal: Mary Culleton
Chairperson: Mr Martin McGowan
Roll No: 19963s

School Enrolment/Admission Policy 2019/2020 School Year

The Board of Management of Scoil Aodh Rua agus Nuala sets out its Enrolment/Admission Policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, Equal Status Act 2000 and Disability Act 2002 and certain provisions of the Education Act 2018 (admissions to the schools). The Board trusts that this policy will assist parents in relation to enrolment matters. Furthermore the Chairperson of the Board of Management, Mr Martin McGowan, Donegal Town, 074 9722988 and the Principal Teacher, Mrs Mary Culleton, Scoil Aodh Rua agus Nuala, 074 9722661, will be happy to clarify any further issues arising from the Enrolment/Admissions Policy.

Applications for enrolment should be made to the Board of Management on the official Application Enrolment Form, which is available at the school on the open day. This is usually in February/March each year. Should parents/guardians be unable to attend the open day they may apply to the Principal/Secretary for an enrolment form which should then be returned to the school within a given time.

The Board of Management wishes to inform all parents/guardians that it is now mandatory in order to have pupils counted for grant payments and teacher allocation that each pupil's data asterisked (*) on Enrolment Application Form is uploaded onto the Pupil Online Database(POD) – (Circular 0025/2015).

Scoil Aodh Rua agus Nuala is a Co-educational Catholic Primary School under the patronage of the Bishop of Raphoe, Bishop Alan McGuckian. The school provides Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith. The prescribed Religion Programme for schools in the Dioceses of Raphoe is "Grow in Love". Children in second class are prepared for the reception of the Sacraments of Reconciliation and First Holy Communion. Children in sixth class are prepared for the Sacrament of Confirmation.

Non-Catholics are admitted on the same basis as Catholic children, provided such pupils do not expect specific instruction in their own faith and are willing to participate during all classroom activities which have a moral theme, but may be exempted from the lessons which are based on specific Catholic Doctrine. Such exemption to be in the form of undertaking a non-related task dictated by the teacher while remaining in the classroom.

The Board of Management and staff are committed to a holistic education for all pupils, in a respectful atmosphere in partnership with parents and the wider community. Emphasis on the child and the child's needs is

the central feature of our school curriculum. The formation of good citizens, well behaved and capable of making constructive contributions to their community is our goal.

GENERAL INFORMATION

The school consists of two campuses – Aodh Rua Campus and the Nuala Campus. Classes may alternate from campus to campus at the beginning of the school year to facilitate class numbers, school administration needs, etc. There is also a Special Needs Unit attached to the Aodh Rua campus which caters for children with autism and severe profound learning disabilities. (See Enrolment Admission Policy for these classes which is appended).

STAFFING: PRESENTLY THE STAFFING IS AS FOLLOWS:

One Administrative Principal
9 Mainstream Class Teachers which includes the Deputy Principal.
3 Special Education Teachers for Special Classes
3 Support Teachers for Mainstream.
10 Special Needs Assistants.
1 Full Time Secretary
1 Part time Cleaner
1 Part time Caretaker.

The number of staff may change in line with staffing requirements of the Department of Education and with enrolment numbers.

Board of Management:

The Board of Management is elected in accordance with the rules and regulations set out by the Department of Education in the Governance Manual for Primary Schools 2015-2019.

Members of the current Board of Management

Mr Martin McGowan	Chairperson – (Patron’s Nominee)
Mr. Ray Flynn	Patron’s Nominee
Mary Culleton	Principal/Secretary for the Board.
Corinne Lyons	Teachers’ Nominee
Mr Jim McCabe	Community Nominee
Mrs Pauline McIntyre	Community Nominee
Mrs Niamh Gallagher	Parents’ Nominee
Mr Mark Quinn	Treasurer – Parents Nominee

Parents’ Association:

Our Parents’ Association Committee is elected annually and is affiliated to the National Parents Council.

The school has a vertical structure and caters for children from Junior Infants – Sixth Class. In addition pupils with severe/profound/multiple disabilities and pupils with autism diagnosis are catered for in their own classes with inclusion in mainstream classes where and when appropriate. The school has an Inclusion Policy in place.

Scoil Aodh Rua agus Nuala follows the Primary School Curriculum prescribed by the Department of Education and Skills in accordance with section 9 and 30 of the Education Act 1998.

The New Revised Curriculum is being fully implemented in the school and timetabling has been adjusted to meet the needs of Circular 0056/2011 in relation to Numeracy and Literacy.

The SPHE programme is fully implemented in the school curriculum and includes the mandatory RSE and Stay Safe Programmes. (Refer to Child Protection Policy and RSE Policy)

Within the context and parameters of the Department of Education and Skills regulations and programmes, the rights of the Patron as set out in the Education Act 1998, the funding and resources available, (on which school policy is based) and considering at all times the health and safety of all pupils and staff the school supports the principles of:

1. **Inclusiveness** particularly with reference to the enrolment of pupils with a disability or other educational needs.
2. **Equality** of access and participation in school life.
3. **Parental choice** in relation to enrolment.
4. **Respect** for diversity of values beliefs, traditions, ethnic minorities, language and culture.

ENROLMENT APPLICATION PROCEDURE:

Enrolment for Junior Infants for the following September will take place in February/March of each year.

The Board of Management will advertise the enrolment date/open day for children starting school in the following September via:

- School Website,
- Parish Newsletter,
- School Newsletter.
- Notice displayed in school.
- Notice displayed in local press.
- Flyers are displayed in local Pre-schools.

Parents/Guardians intending to enrol their child in the school may visit the school on that day and collect the Enrolment Application Package. Completed enrolment forms must be returned before a specified date.

Alternatively they may call to, or phone the secretary's office for same.

Returned completed application forms will be processed by the Board of Management/Principal in accordance with school policy. Parents will be notified only if their application is unsuccessful.

Original Birth Certificate/Adoption Certificate must be attached. (This will be returned).

Baptismal Certificate for children who have been baptised must also be attached (This will be returned).

CRITERIA FOR ADMISSION

The Board of Management is bound by the Department of Education and Skills Rules for National Schools which states that pupils may only be enrolled from the age of **Four** upwards though compulsory enrolment does not apply until the child reaches the age of **Six**. Junior Infants will be enrolled in the month of September only. No Junior Infant will be enrolled after September 30th except they have previously attended another school.

Induction Day

In June parents/guardians and children who have enrolled and are starting school in September are invited to visit the school to meet the school Principal and class teacher (where possible) and to familiarise themselves with the school environment. Parents are notified of date for same in advance.

Children transferring from other schools

Pupils may transfer from other schools to Scoil Aodh Rua agus Nuala at the beginning of the school year or during the school year. While recognising the rights of parents to enrol their children in the school of their choice the Board of Management is also responsible to respect the rights of the existing school community and in particular the children already enrolled in the school.

The Board of management will always be guided by Department of Education guidelines and the principles of natural justice and fairness and will base their decisions on the following:

- Space/Place availability in the age appropriate class setting.
- Multi-grade class situations. The prevailing pupil ratio as per DES.
- Our policy with regard to SNA support in a mainstream class being adhered to (one sna in each classroom).
- Pupils' Educational/Psychological/Behavioural issues which may need to be met and the schools capability to meet these needs.
- That the Board of Management is satisfied with the reason for transfer.
- Parents/Guardians must be willing to furnish the principal with school reports, psychological/educational assessments (if any) and attendance reports from their previous school. The Principal must also be made aware of any behavioural issues or any special needs that the child may have.
- That the Board of Management considers the transfer to be in the best interest of the child and our school community.
- In some cases the approval of the Department of Education and Skills is sought.

ENROLMENT OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS IN MAINSTREAM CLASSES.

Children with special needs may be enrolled in mainstream classes depending on individual needs.

The enrolment process may take up to eight school weeks to complete.

Prior to enrolment being sanctioned by the Board of Management the following must be adhered to:

- The school authority will request an up to date Psychological/Educational/Speech and Language etc assessment report or where such a report is not available shall request that the child be assessed immediately.
- The school authority will request a written recommendation (if not specifically stated in the report) from the appropriate agency stating that mainstream is the proper placement for the child.
- The school authority may also seek a meeting with parents/guardians of the child/psychologist/counsellors and any other agencies supporting the child (eg. full case conference) if further clarification is needed on the child's needs. The purpose of this is to assist the school in establishing the education and training needs of the child relevant to his or her disability/special needs and to profile the support services required.
- Following this the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resource 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 or medical report. These resources may include, for example, access to or the provision of any or a combination of the following:
 - Visiting teacher services
 - Resource teacher for special needs
 - Special needs assistant
 - Specialised equipment or furniture
 - Transport services or other.
- The Board reserves the right to defer an enrolment of a pupil pending the sanctioning of resources from NCSE which are necessary to enable the school to meet the needs of the child or may recommend to the parents/guardians that the child's needs can be better met in another setting – special needs unit/special school.
- It is the schools' policy to monitor progress/regress and this also applies to children with special needs. If the child's needs are not being met in the mainstream class due to lack of specialised teaching resources, specialised programmes/facilities etc. or if his/her presence infringes on the education/learning of other children in the class or if the pupil poses an unacceptable risk to himself/herself or other pupils/staff or school property then the Board of Management will inform parents that it is not possible for the child to remain in this class setting.
- The Board of Management may also reduce the length of the school day (as part of a behaviour plan) for children who exhibit extremely challenging behaviour and in doing so are infringing on the rights of other children.

- The Board of Management’s final decision on the enrolment of children or continued enrolment of children with special needs in mainstream classes will be based on the pupil’s needs and the ability of the school community to meet these needs while continuing to acknowledge the rights, safety and education of all children in the class/school.
- All children enrolled in Scoil Aodh Rua agus Nuala are obliged to adhere to the school’s Code of Behaviour and Discipline Procedures. On enrolment parents are asked to declare by signature that they have read and understood the school’s Code of Discipline. It is the duty of parents/guardians to ensure that the children co-operate with the school’s policies and rules. All mandatory policies are available on the school website www.saran.ie.

SCHOOL OPENING/CLOSING TIMES

Doors open at	9.10am
Class begins at	9.30am
Morning Break	10.50am – 11.00am
Lunch Break	12.30- 1.00pm

Dismissal Times

Junior Infants	1.50pm
All other pupils	2.50pm

The Board of Management will not be responsible for children on the school campuses outside of the opening and closing times.

The Board of Management will not be responsible for the safety of children who use the Pedestrian Crossing or for children who travel by bus. Children will not be escorted to or from the bus by a member of school staff.

In very exceptional circumstance the Board of Management reserves the right to refuse enrolment . In such instance the parent/guardian may appeal the decision of the Board of Management. The appeal to the Department of Education and Skills must be made within 42 calendar days from the date the decision was notified to parents/guardians. (Sections 29 of Education Act 1998).

**Department of Education and Skills
Section 29 Appeals Administration Unit
Friar’s Hill Road
Mullingar
Co. Westmeath**

This policy will be reviewed by the Board of Management annually.

Ratified by the Board of Management.

Signed: _____

**Mr Martin McGowan
Chairperson, Board of Management**

Date: _____

ENROLMENT/ ADMISSION POLICY FOR CHILDREN WITH SPECIAL EDUCATION NEEDS.(Special Education Needs Unit).

Our Special Education Needs Unit is attached to the Aodh Rua Campus. Presently it accommodates 2 classes for children diagnosed with Autistic Spectrum Disorder (ASD) and 1 class for children with Severe/Profound Learning Disability. (SPLD).

A maximum of 6 children will be enrolled in each class as per Department of Education regulations.

- Our aim is to offer a positive meaningful structured educational/life skills programme which allows each child to reach his/her full potential in a caring trusting environment.
- After an initial observation/interaction period with the child an Individual Educational Programme (I.E.P) will be drawn up with in-put from parents, class teacher and relevant professionals. This will be reviewed on an on-going basis and will highlight priority Learning/Physical/Medical needs.
- There is a facility for inclusion in mainstream classes for children from ASD classes (See Inclusion Policy).

STAFF

TEACHERS

We have 3 class Teachers:

Mrs Currums:	Special Class	(ASD)
Ms McMullin:	Special Class:	(ASD)
Mr Nugent:	Special Class	(SPLD)

SPECIAL NEEDS ASSISTANTS:

There are presently 7 Special Needs Assistant s allocated to these classes.

CRITERIA FOR ENROLMENT.

- Psychological Assessment Reports with recommendations for placement in ASD or SPLD classes.
- Availability of space in recommended class.
- Suitability of our special needs unit with regard to resources and the availability of resources that may be needed to meet the needs of the pupil.
- Capabilities of Teachers and Special needs staff to meet the child's needs.
- Ensuring the safety, welfare and education of children already enrolled.

CRITERIA FOR ALLOCATION OF PLACES.

If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria in priority order is applied:

- Children who are already enrolled in mainstream in Scoil Aodh Rua agus Nuala and whose needs cannot now be met in this setting and who now have recommendations for enrolment in a Special Class.
- Pupils whose siblings are already enrolled in mainstream or special classes in Scoil Aodh Rua agus Nuala.
- Following the above if vacancies still remain pupils will be facilitated on a "first come first basis".

ENROLMENT PROCEDURE

- Parents/Guardians are invited to visit the Special Needs Unit to see the facilities and meet the Principal and class teacher.
- If the parent/guardian decides to enrol their child they complete the Standard Enrolment/Application Form.
- Within a specified date the Parent/Guardian will be notified of the decision of the board with regard to acceptance/or otherwise of enrolment.
- This time span is to accommodate the acquisition of the necessary assessments or reports, to convene a Board of Management meeting if necessary and to make provisions for any extra resources/transport etc. that the child may need.
- The Principal may also seek the consent of the parent/guardian to speak to the leader of the playschool or Principal of the school if the child has been enrolled previously in a playschool/school or to any other professionals who have been working with the child.
- If the enrolment has been sanctioned by the Board the child will be invited to partake in a short Transition Programme which involves attending for brief periods accompanied by the parent or SNA.

TRANSFERRING FROM OTHER SCHOOLS

Children may be enrolled in our special needs classes having transferred from other schools during the school year or at the beginning of the school year.

- Provided they meet the criteria for enrolment.
- Space/place available in the appropriate class settings.
- The Board is satisfied that the reason for transfer is in the best interest of the child and our school community.
- The Parents/Guardians will be requested to furnish the school Principal with all psychological assessment Reports, attendance records, school reports, behaviour reports or any other documents or data relating to the child in his previous school.

- On the receipt of the above the Board of Management will proceed to process the application for enrolment within the said time frame and parents/guardians will be informed of the outcome
- The Parents/Guardians must be willing to accept the school's ethos/spirit and Code of Behaviour and Etiquette and Discipline.

MANAGING BEHAVIOURS

Child with special needs may present with difficult defiant and oppositional behaviour. The school authority will deal with this in the following way:

- The school will endeavour to manage such behaviours using various strategies and individual behaviour plans drawn up by NEPS, SESS, parents, teacher, Principal and all other professionals who are engaging with the pupil.
- If needed Restraint strategies will be discussed with parents/guardians and agreement with parents must be reached on any restraint strategies that are put in place for managing extreme behaviour.
- Parents/Guardians are expected to support the school in these matters.
- The Board of Management's final decision on the enrolment/continued enrolment of a child in a special class will be based on the ability of the school to meet the needs and safety of the child while continuing to acknowledge the rights, safety and education of other children, the welfare of school staff and the protection of school property.

Educational Programmes for children in Special Needs classes.

- Children in both classes, ASD/SPLD work on Individual Educational Programmes drawn up by the class teacher, NEPS Psychologist, SNA's and Parents.
- These programmes also incorporate recommendations from HSE Personnel, Occupational Therapist, Speech and Language Therapist, Physiotherapist, Teachers for Visual and Auditory Impairments and any other recommendations/programmes listed on the child's psychological/educational assessment report.
- Only programmes recommended specifically by NEPS, HSE specialists or Department of Education and Skills, Specialised teachers will be accommodated in the class.

In very exceptional circumstance the Board of Management reserves the right to refuse enrolment . In such instance the parent/guardian may appeal the decision of the Board of Management. The appeal to the Department of Education and Skills must be made within 42 calendar days from the date the decision was notified to parents/guardians. (Sections 29 of Education Act 1998).

This Policy will be reviewed on an annual basis.

Ratified by the Board of Management:

Chairperson: _____

Date: _____