



Admissions Policy

Sligo School Project

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Enrolment and Admission Policy

Introduction

The Board of Management of Sligo School Project 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.

Policy Considerations.

The school will not refuse a child on the basis of gender, 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.

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. 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.

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 & Skills class size directives**
- **Appropriate Supports and Resources are available**
- **Time of school year**

The Board of Management reserves the right to withhold admission in cases of grave discrepancies in terms of the ethos of the school and the family.

Children who have not reached the age of four will not be admitted. The Board of Management strongly recommends that applicant children are at least four years of age on or before April 30th of the school commencement year.

Procedures of enrolment for Junior Infants

The Board of Management requires that parents/guardians who wish to enrol children in Sligo School Project shall apply in writing on the specified enrolment form. Enrolment forms are available from the school office or also via our web-page. Enrolment forms are to be received by the Board of Management by 31st March for the coming school year.

Parents/guardians who wish to enrol their child in Sligo School Project are required to attend a pre-enrolment meeting. Such a meeting is to be arranged with the principal of the school or with such persons who the Board of Management have assigned with this task in a given year. In this meeting the particular character of the ethos of the school is to be explained and the expectations of the parents/guardians are to be discussed. It lies at the discretion of the Board of Management in exceptional circumstances to accept for such a meeting to be substituted by other forms of communication.

If the number of children enrolled by the 31st of March **does not** exceed the number of places known to be available at the beginning of the coming school year and taking into account the Board's discretionary places all children enrolled by this date will be admitted to the school as long as the Board does not see a reason to refuse admission.

The Board of Management will communicate its decision regarding admission of children to the parents/guardians by the 15th of April.

If the number of children exceeds the number of places available part A of an admissions list is established. The following prioritising criteria are used:

- 1 Ethos Considerations
- 2 Siblings of children in the school
- 3 Children of current staff
- 4 Age of Children

Children will then be offered a place in the school in order of this list. This offer will be sent to the families by the 15th of April.

The families are required to confirm acceptance of this offer by the 30th of April. Families who are on the list but are not being offered a place at this time will also be informed of their positioning on the list by the 15th of April.

Children for whom an enrolment form is submitted and/or with whose parents/guardians the pre-enrolment meeting took place **after** the 31st of March will be placed on part A of the list of admission. They will however be placed in the order of the date of submission of their enrolment only after those children who were on the list on the 31st of March.

If confirmation of acceptance from the families who were offered a place of admission by the 15th of April is not received by the school by the 30th of April the respective child will be moved to part B of the list of admission.

An offer of a place in the school will be sent to the family of the next child from the top of part A of the list. A family receiving an offer in this manner is required to confirm acceptance of the offer within a week of the offer being made. In case such an offer is not confirmed within a week the child will be moved to part B of the list.

This procedure may be repeated until all vacant places are filled.

If part A of the list is exhausted and there are still places vacant the Board of Management may contact the families of part B of the list again.

The Board of Management reserves three places to be filled by its discretion

Children With Special Needs

In relation to applications for 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 support services as 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, 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 report/s.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary a full case conference will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs or psychologist etc.; as appropriate.

It may be necessary for the Board of Management to defer enrolment of a particular child pending:

- the receipt of an assessment report;
and/or
- the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the report/s.

Criteria for admission of children who transfer from another school

Pupils may transfer to Sligo School Project at any time, subject to available space, and where appropriate, the approval of the Department of Education and Skills.

In cases where for a given school year there are more applications for transfer than there are spaces available the same criteria will apply as in junior infants enrolments.

The Board of Management reserves the right to withhold admission in cases of grave discrepancies in terms of the ethos of the school and the family.

Refusal of Admission

In line with section 19 (3) of the Education Welfare Act all enrolment applicants will be notified in writing of the outcome of the application. If admission is refused parents/guardians will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Code of Behaviour

Sligo School Project will append its Code of Behaviour to the Enrolment policy. Prior to a child being admitted to the school the parents/guardians shall sign the declaration as presented in the code.