

Enrolment/Admissions Policy

Ballintubber National School

The Board of Management have formulated this policy in accordance with the provisions of the Education Act 1998.

The Board trusts that by so doing parents will be enlightened and assisted in relation to enrolment matters. Furthermore the Chairperson of the Board, Mr. Con Lydon and the Principal Mr. Brian Mc Connell will be happy to clarify any further matters arising from the policy.

[General Information](#)

School address: Ballintubber N.S.

Ballintubber,

Claremorris

Co. Mayo

Phone number: 094 9030934

- Ballintubber National School is a 4 teacher school, with 1 full time Special Education Teacher and 2 shared Special Education Teachers
- Ballintubber National School is a mixed, rural school catering for children from Junior Infants to Sixth Class.
- The school depends on the grants for teacher resources provided by the Department of Education and Science and operates within the regulations laid down, from time to time, by the

Department. Our school enrolment/admissions policy must have regard to the resources and funding available. Parents also pay a family contribution at the start of the new school year, which goes towards the purchasing of educational supplies and resources.

- The school follows the curriculum programme prescribed by The Department of Education and Science, which may be amended from time to time in accordance with section 9 and 30 of the Education Act (1998)
- Within the context and the parameters of (a) the Department regulations and programmes (b) the right of the patron as set out in the Education Act and (c) the funding and resources available.

Ballintubber N.S. supports the principles of:

- i. Inclusiveness, particularly with the reference to the enrolment of children with a disability or other special education needs
 - ii. Equality of access and participation in the school
 - iii. Parental choice in relation to enrolment
 - iv. Respect for the diversity of values, beliefs, traditions, languages and ways of life in society
- Classes begins at 9.00 am. Classes cease for infants at 1.40 p.m. and 2.40 p.m. for all other classes.

Procedures

- Parents seeking to enrol their Child(ren) in Ballintubber N.S. are requested to return a completed enrolment application form (available in the school office), with an original Birth Certificate to the school during the final term of the school year prior to entry. The Board of Management will communicate enrolment information through the Parish Newsletter.
- Pupils may enrol in Ballintubber N.S. in September following their fourth birthday.
- While recognising the rights of parents to enrol the children) in the school of their choice, the Board of Management of Ballintubber N.S. bears the responsibility of respecting 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 interests of all children. Assisting in such circumstances the B.O.M reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - I. Size of available space in classrooms
 - II. Education needs of children of a particular age
 - III. Multi-grade classes
 - IV. Presence of children with special education/behavioural needs
 - V. Department of Education and Science maximum class average directives (currently a maximum average of 30 children)
- i. In relation to applications for the enrolment of children with special needs, the B.O.M 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 the support services required. Following receipt of the report, the Board will assess how the school will 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 Science 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 service, Resource Teacher for Special Needs, Special Needs Assistant, specialised equipment or furniture, transport services or other. The school will meet the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary a full case conference involving all parties will be held which may include parents, Principal, Class Teacher, Resource Teacher, Learning Support Teacher, or Psychologist as appropriate. It may be necessary for the Board of Management to decide to defer enrolment of a particular child pending:

The receipt of a psychological report and/or

The provision of appropriate resources by the Department of Education and Science to meet the needs specified in the Psychological and/or medical report.

- Pupils may transfer to the school at any time during the school year if newly resident in the area or if transferring from another school.
- Pupils newly resident in the area and pupils wishing to transfer from other schools will be enrolled subject to the rules governing national schools, the Education Welfare Act 2000 and

Ballintubber N.S.'s Enrolment Policy. Their former school will be asked to complete a "Transfer Form". Records of Attendance, Educational Progress, behaviour and reasons for transfer will be requested. Following receipts, the Board of Management will decide if further more detailed report are necessary.

Rules for National Schools Circular 7/88

Rule 30

Where the Board of management deems it necessary to make provision in the Code of Discipline to deal with continuously disruptive pupils or a serious breach of discipline, by authorising the Chairperson or Principal to exclude pupils from school, the maximum period of such exclusion shall be three school days.

A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of 10 school days, to allow for consultation with the pupil's parents. In exceptional circumstances, the Board may authorise a further period of exclusion to enable the matter to be reviewed.

No pupil can be struck off the rolls for breaches of discipline without the prior consent of the Patron unless alternative arrangements are made for the enrolment of the pupil at another suitable locality.

Ratified on
by

**Scoil Náisiúnta
Baile an Tobair
Clár Chlainne Mhuiris
Co. Mhuigheo**



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Claremorris
Co. Mayo**
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Addendum to Admissions to Schools Act 2018, 2022

Ballintubber N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Ballintubber N.S. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.