

Enrolment & Admission Policy Christ the King BNS

The Board of Management of Christ the King, Boys National School (BNS), Cabra, Dublin 7, wish to set out this policy in accordance with the provisions of the Education Act 1998 and the 'Equal Status Act 2000' in order to assist parents in relation to Enrolment and Admission matters. The Chairperson of the Board of Management and the Principal Teacher at Christ the King BNS will be happy to clarify any matters arising from the policy if required.

The review of this policy was begun in March 2014 in order to update its content in accordance with the provisions of the 'Anti-Bullying Procedures for Primary and Post Primary Schools' (September 2013). As part of the school planning process it was decided that the whole school staff would consider the content of the Enrolment and Admissions Policy and, in particular, new anti – bullying guidelines so that it could be presented to the Board of Management at the next meeting.

This policy has been updated in September, 2015.

All staff members and Board of Management were involved in the drawing up / updating of this policy.

Christ the King Boys' School is a Catholic Parish school for boys under the patronage of the Catholic Archbishop of Dublin.

Guiding Principles

Within the context and parameters of Department of Education and Skills regulations and programmes, the rights of the Patron as set in the Education Act and the funding and resources available, this school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education needs;
- Equality of access in relation to enrolment; Parental choice in relation to enrolment;
- Respect of the diversity of values, beliefs, tradition, languages and ways of life in society.

The school aims to promote the full and harmonious development of all aspects of its pupils: intellectual, physical, cultural, moral and spiritual. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

The school provides religious education for the majority of its pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of those pupils in the Catholic faith, as well as respect and understanding of differing religious persuasions.

Christ the King Boys' School is a 10 teacher school, inclusive of the Principal Teacher, and is a DEIS Band 1 school.

This status enables us to receive increased DES Grant Aid to support our programmes as well as participation in the School Completion Programme through which we avail of additional funding for a variety of supports (both during and outside of school hours) for children targeted as being in need of such supports.

The funding necessary for the school to implement its programmes comes in the first instance from the Department of Education and Science (DES).

The current staff allocation (2015 / 2016 School Year) comprises

- Principal
- 6 Mainstream Class teachers
- 1 teacher in ASD outreach class
- 1 Learning Support Teacher + shared teacher (Christ the King GNS) teaching EAL students
- 1 Resource Teacher
- 1 resource teacher, shared with St. Vincent's CBS
- 1 Home School Liaison (HSCL) Teacher – Shared (IGNS & Senior Girls' School)
- Special Needs Assistants (SNA)-3 senior posts + 4 junior day posts + 0.5 post.

This is a vertical school, catering for children from Junior Infants to Sixth Class.

Children are taught the full range of subjects provided for in the Primary School Curriculum, in the first instance by their Class teacher.

The school follows the curricular programmes prescribed by the Department of Education and Skills (DES), which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998). Where it is apparent that a child in our school needs additional support in order to achieve his potential to the fullest extent possible for him, the school endeavours to provide supports through the Learning Support Programme and/or the Resource Teaching Programme and/or the EAL Support Programme which form the basis for Additional Support provided as part of our school's Special Educational Needs Plan. Class Teachers are also mindful of the needs of all children in their care and they adapt their planning and teaching in various ways to take account of those needs.

Application for Enrolment

Parents are welcome to apply for a place for their son in a variety of ways:

- By calling personally to the School Office during school hours by 'phoning the school for an Application Form at 01 8680503
- By emailing a request to kingbns.ias@eircom.net
- By completing an Application Form online at our website www.christthekingbns.ie

The Application Form

The form which parents will complete when applying will ask for certain necessary information, e.g. Pupil's name/address/date of birth, Names and addresses of pupil's parents/guardians. Contact telephone number, Contact telephone numbers in case of emergency, Details of any medical conditions/allergies of which the school should be aware, Religion, Previous schools attended, in the case of children transferring, along with reason for transfer, if applicable, any other relevant information (including any such other information as may be prescribed under the 'Education Welfare Act 2000').

Certain other documents will need to be supplied to support the application, as follows:

- A Birth Certificate, or a copy of Child's Passport

- Proof of residence at address given (e.g. recent ESB, Bord Gais, or similar household bill)
- A Certificate of Baptism, if available, if the child is a Catholic

Criteria for Enrolment

Decisions in relation to enrolment are made by the Board of Management in accordance with school policy.

As a general principle and in so far as practicable having regard to the school's enrolment policy children will be enrolled on application, provided that there is space available.

Decisions will be conveyed to parents, in writing, within 21 days of receiving a completed application.

In the event that the number of applications for enrolment exceeds/is expected to exceed the number of places available, having regard to relevant DES guidelines in relation to maximum class size and/or staffing provisions along with any other relevant requirements concerning accommodation, such as physical space or the health and safety of children, then the Board will exercise its discretion in applying the following Enrolment Criteria.

Enrolment Criteria

1. Brothers of children in the school
2. Catholic children living within the boundaries of the Parish of Christ the King
3. Catholic children living outside the Parish of Christ the King who do not have a Catholic School in their own parish
4. Other children, who live within the boundaries of the Parish of Christ the King but are not Catholic, are entitled to a place in the school if there are vacancies after the groups from (1) to (3) have been allocated places
5. Other children, who apply for places in the school and are not Catholics and not resident within the boundaries of the Parish of Christ the King are entitled to a place in the school if there are vacancies remaining after the groups from (1) to (4) have been allocated places.
6. In order to accommodate groups (1) and (2) the Board may have to operate a cut-off in age of applicants to give places to groups (1) and (2) if there is pressure for places in the school

In formulating the Policy and Criteria for Enrolment set out above the Board of Management of Christ the King Boys' School is bound by the 'Rules for National Schools' which provide that a child may only be enrolled from the age of 4 years and upwards, although compulsory attendance does not apply until the age of 6 years.

As a general rule Junior Infants may only be admitted to the school in the month of September following their 4th birthday. However, where there is not great pressure of numbers and an application is received for enrolment after this date, the application may be accepted following consideration by the Board of Management.

Pupils may transfer to the school at any time subject to the school's enrolment policy and available space. In accordance with the provisions of the 'Education Welfare Act 2000' this school will request any relevant information relating to the pupil's educational progress, as well as to his attendance, from the pupil's previous school when the child has been put on the Register of Pupils. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools. (Section 28, Education Welfare Act 2000)

Enrolment of children with Special Needs

In keeping with its inclusive ethos Christ the King Boys' School accepts applications for enrolment from parents/guardians of children who have a disability or other special educational need.

Such applications should be made as early as possible during the school year preceding the child's intended enrolment in order to allow time for the school to properly evaluate the child's educational and support needs, and where necessary make applications for necessary supports from the DES.

Where relevant Educational Psychological Reports or similar Professional/Specialist Reports are already in place for a prospective pupil a copy of the report(s) should be given along with the Application Form.

Where there are not reports in place, and the school considers that further resources are required then an assessment may need to be done immediately in order to support an application to the DES for provision of the necessary resources to meet the needs of the child. Such resources may include: Resource hours for low- incidence needs; access to a Special Needs Assistant;

specialised equipment or furniture; transport services, etc.

The school will meet with the parents of the child to discuss the child's needs and the level of support that the school can provide in order to meet those needs. With parents' consent a full meeting of all parties concerned in addressing/potentially addressing the child's needs can be accommodated (parents/Principal/Class Teacher/ Resource and/or Learning Support Teacher/Psychologist or other relevant professionals) as appropriate.

As a general principle places for children with Special Needs will be allocated on the same basis as for other children, and where the child is accepted his enrolment will not be postponed or deferred pending the outcome of application(s) to the DES for additional resources.

This policy also applies to pupils enrolling in our ASD Class. See also ASD Class Policy – Criteria for Enrolment in the Special Class for Children with ASD.

Education for Persons with Special Educational Needs Act, 2004

2.—a child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with -

The best interests of the child as determined in accordance with any assessment carried out under this Act, or

The effective provision of education for children with whom the child is to be educated.

The Board of Management reserves the right to refuse enrolment, in exceptional circumstances, e.g.:

Where a pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such special needs and/or provide the pupil with an appropriate education

Or

In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

The Board will only invoke this clause in rare and exceptional circumstances.

Right to Appeal:

Where such a decision is made then the parent(s) will be informed of their right to appeal the decision under Section 29 of the Education Act 1998.

The Board will prepare a response for the Appeals Committee if and when an appeal is initiated.

The Appeals Committee may decide to either uphold the Board's decision or substitute its own decision for that of the Board and may make such recommendations to the Secretary General of the DES as it considers appropriate.

Signed: M. Ní Éaluithe (Chairperson of Board of Management)

M. Horgan (Principal)

Ratified: 10/04/2014

+ Updated September, 2015