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Gurraneasig N.S.

Kilbrittain,

Co. Cork

P72 YP78

# Enrolment / Admission Policy

## Whole School Plan

## ***Introduction***

The Board of Management of Gurraneasig National School set out this policy in accordance with the Education Act 1998. The Board trusts that parents will be assisted in relation to enrolment matters and furthermore, the Chairperson and the Principal teacher will be happy to clarify matters arising from the Policy. Decisions in relation to applications for enrolment are made by the Board of Management of the School.

## ***Rationale***

This Policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the mission statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

## ***General Information***

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Gurraneasig N.S. is a Catholic Primary school under the patronage of the Catholic Bishop of Cork & Ross. Religious education is provided for the pupils in accordance with the doctrine & tradition of the Catholic Church.

Prayer is a feature of the school day. The pupils are prepared for the reception of the sacraments of First Confession, First Holy Communion & Confirmation.

Children of other religious denominations will not receive any Religious Instruction, of which their parents/guardians disapprove.

Gurraneasig N.S. is a mixed school catering for full range of classes i.e. Junior Infants to 6<sup>th</sup> Class.

The school has three (3) Mainstream Class Teachers – one of whom is the Principal.  
One (1) Learning Support/Resource Teacher.  
One (1) Special Needs Assistant.

## ***Legal Framework***

Section 9 (j) of the Education Act 1998 specifies that ‘A recognised school shall .... Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school’.

Section 15 (2) (d) states the Board of Management shall ‘publish.... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected’.

Section 27 (1) states that ‘A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school’ and (2) that ‘procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the school having regards to the age and experience of the students, in association with their parents and teachers’.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information ‘make a decision in respect of the application concerned and inform the parent in writing thereof’.

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of ‘gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community’ regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3) ].

## ***Goals***

Gurraneasig N.S. has in place appropriate channels of communication and procedures

- To inform parents about the school, its programs, activities and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement and current legislation
- To specify what information is required by the school at the time of application

## ***Context, Resources, School Organisation & Curriculum***

Gurraneasig N.S. supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and way of life in society. The school acknowledges the rights of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Departments and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc.

Gurraneasig N.S. operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

## ***Roles of Board of Management of Gurraneasig N.S. in implementing this Policy***

- To ensure that a policy is in place and it is reviewed
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board
- To prepare (and submit to the Education Welfare Board - Tusla) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
  - For the purpose of fostering an appreciation of learning among students attending the school and
  - Encouraging regular attendance at the school on the part of all students

## ***Role of the Principal of Gurraneasig N.S. in implementing this Policy***

- To formulate draft policy in consultation with the teaching staff, students, parents and, Board of Management
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained.
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirms in writing their acceptance of the Code.
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Board of Management and the Department of Education and Skills setting out Title and Address of each and advising of time limits.

### ***Role of Teaching Staff***

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher meetings and School Reports and by meeting parents from time to time as required
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

### ***Role of Students***

- To co-operate fully with the school in the implementations of the policy

### ***Role of Parents***

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern and relevant information they may have in relation to the school's provision for the educational needs of their child
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

## ***Policy Considerations***

The Board of Management of Gurraneasig National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc

The school will not refuse a child on the basis of ethnicity, special educational needs, disability, traveler status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school

The Board of Managements respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Gurraneasig National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, 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 & Science class size directives
- Appropriate Supports and Resources are available
- Time of School year

## ***Procedures – Application, Enrolment Criteria & Decision / Appeals***

- Failure to fully complete forms may result in refusal to admit a student
- Further relevant information may be sought at a later stage
- In applying the criteria for enrolment, the school will take into account Gender Balance Male Female and limitations in the size of the class

Admission to Gurraneasig N.S. 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 for those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant of student, it will make every effort to secure those resources. 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. In this context the school



authorities will have equal regard for the welfare of all students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. 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

### ***Procedures***

#### **1. Applications Procedures:**

Enrolment of Junior Infants (for admittance to school in the following September) generally takes place during the third term

#### **2. Information Given By parents:**

A specific enrolment application form is provided on which parents will provide certain key information:-

- Pupil name, address
- Pupil PPS No, Age & Gender
- Names & Addresses of Pupils parents/guardians
- Contact telephone no's & email addresses
- Contact telephone no's in case of emergency
- Details of any medical conditions and/or food allergies which the school should be aware of
- Religion
- Nationality
- Ethnic or Cultural background
- Previous schools if any and reasons for transfer, if applicable

3. Pupils who wish to transfer from other schools or who were previously enrolled and wish to re-enrol in the school, are enrolled, subject to the Rules for National Schools and in accordance with our school enrolment policy, and available space . Reasons for transfer may be sought and considered and will be subject to ratification by the Board of Management.

4. No child is refused admission for reasons of language / accent, gender, traveller status, asylum seeker / refugee status, religious / political beliefs or family social circumstances.

5. Pupils may only be enrolled from the age of 4 years upwards.

6. Special Needs:

Children with special needs will be enrolled in accordance with the provisions of the Education Act 1998, whereby, the resources and support services necessary to meet their needs and abilities will be made available by the Minister of Education & Skills. The Board of Management will request a copy of the child's medicals and /or psychological report or where such a report is not available will request that the child be assessed immediately. Following receipt of the report, where the Board of Management deems that further resources i.e. Resource Teachers, Special Needs Assistant, specialized equipment / furniture, or transport services are necessary, it will request the Department of Education & Skills to provide these resources.

### ***Code of Behaviour***

- In accordance with the Education Welfare Act 2000, parents / guardians will co-operate with and support the Gurraneasig N.S. Code of Behaviour. The Board of Management expects that parents / guardians will work in partnership with school staff to ensure that their child co-operates with this policy also. A copy of this policy will be given to each parent as part of the enrolment procedure. The parent is to confirm in writing their acceptance of the Code.

### ***Suspension / Expulsion***

In accordance with the terms & conditions laid down by the Education Welfare Act, 2000 Section [23.2], a child may be suspended or expelled for gross misconduct (c.f. Code of Behaviour of Gurraneasig N.S.). This action will be taken when there is no alternative and according to the regulations of the National Education Welfare Board - Tusla.

### ***Funding***

The school is funded annually from monies provided by the Oireachtas. These funds are paid to the Board of Management and are used in accordance with the regulations laid down by the Department of Education and Skills and in accordance with school policy, e.g. Capitation Grant, Minor Works Grant, Ancillary Services Grant, ICT, etc.

## *Curriculum*

With the introduction of the Revised Curriculum, the school is following the planning & implementation as instructed by the planning & support programme, which is being delivered by the NCCA, as part of the N.D.P.

Opening hours: 09:30 am – 3:10 pm  
Mid-morning break: 11:00 am – 11:10 am  
Lunch break: 1:00 pm – 1:30 pm

### Formal Classes

Junior & Senior Infants: 09:30 am – 2:10 pm  
1<sup>st</sup> – 6<sup>th</sup> class: 09:30 am – 3:10 pm

**Review Date: March 2018**

**Ratified by Board of Management on : 04 April 2017**

Signed \_\_\_\_\_  
Chairperson, Board of Management

# Gurraneasig National School - Enrolment Form

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

**Birth Cert Surname (if different from name above)**    **Birth Cert Forename (if different from name above)**

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ PPS No: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Birth Certificate Included: Y  N  Gender: \_\_\_\_\_  
(Originals will be returned once copied)

Nationality: \_\_\_\_\_ **(In the case of dual citizenship where Irish is one, please choose Irish)** First Language: \_\_\_\_\_

Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English? Yes  No

Previous Education \_\_\_\_\_  
(Pre-School or School)

**\*\*Note: If child is in receipt of Assessment of Needs / Educational, Psychological, ASD, SLT, OT Assessments etc, please provide supporting documentation to the school.**

Medical History: \_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Father's / Guardian Details**

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone (H): \_\_\_\_\_  
Phone (W): \_\_\_\_\_  
Mobile: \_\_\_\_\_  
email: \_\_\_\_\_

**Mother's / Guardian Details**

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone (H): \_\_\_\_\_  
Phone (W): \_\_\_\_\_  
Mobile: \_\_\_\_\_  
email: \_\_\_\_\_

**Other contact person** in case of emergency and parents/guardians are not available / contactable

Contact 1: \_\_\_\_\_  
Phone (H): \_\_\_\_\_  
Phone (W): \_\_\_\_\_  
Mobile: \_\_\_\_\_

Contact 2: \_\_\_\_\_  
Phone (H): \_\_\_\_\_  
Phone (W): \_\_\_\_\_  
Mobile: \_\_\_\_\_

**Notification of Inclusion**

We / I hereby give consent for our / my child

- To take part in the Relationships and Sexuality Education (RSE) Programme.
- To attend the Learning Support Teacher if deemed necessary. – (You will be contacted in advance)
- Being taken to hospital in case of emergency if we / I cannot be contacted
- Class / group activity photographs being included on school website (without children being specifically named).
- Uniform being changed by teacher in the presence of another adult in case of illness or toilet accident
- Being included in Liturgical celebrations in keeping with our Catholic ethos, such as Mass, May Procession etc.
- Use of our / my mobile number by the school for text-a-parent updates, e.g. reminders about meetings or holidays etc.
- A contact number and/or email address being included on a **class contact list** for all parents (used to arrange parties/play dates etc.). Please specify which number and/or email you wish to be made publicly available.
- We / I confirm that We / I have read & accepted the school Code of Behaviour and will make all reasonable efforts to ensure compliance with said code by our / child(ren).
- Please indicate if there is another adult who has Legal Guardianship rights to this child.  
If so, please provide details of same. (Name, Address, Contact Number.)
- If any Family Law Orders are in place for this child, please provide supporting documentation to the school.
- To participate in Gurraneasig NS events such as school field trips, Walk on Wednesday, Sciath na Scol matches etc. under school staff supervision.

Yes	No

***Pupil Information required for Department of Education and Skills  
Primary Online Database***

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which will involve schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database will allow the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting.

The database will hold data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Maiden Name, Address, Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, whether the pupil is in receipt of Learning Support and if so the type of learning support, whether the pupil is in a Mainstream or Special Class. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background.

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil's parent/guardian to identify their child's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. All other information held on POD was deemed by the Data Protection Commissioner as non-sensitive personal data.

***To which ethnic or cultural background group does your child belong (please tick one)?***

**(Categories are taken from the Census of Population)**

- White Irish  Irish Traveller  Roma  Any other White Background
- Black or Black Irish – African  Black or Black Irish – Any other Black Background
- Asian or Asian Irish - Chinese  Asian or Asian Irish - Any Other Asian Background
- Other (incl. mixed background)  No Consent

***What is your child's religion (please tick one)?***

- Roman Catholic  Church of Ireland (incl. Protestant)  Presbyterian
- Methodist, Wesleyan  Jewish  Muslim (Islamic)  Hindu
- Orthodox (Greek, Coptic, Russian)  Apostolic or Pentecostal  Baptist
- Buddhist  Jehovah's Witness  Lutheran  Atheist
- Agnostic  Other Religions  No Religion  No Consent

Baptised: Y  N  Place: \_\_\_\_\_  
(If applicable)

*I consent for this information to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.*

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Parent/Legal Guardian**

**Parent/Legal Guardian**

**Date:** \_\_\_\_\_

**Note:** For further information on POD please go to the Department of Education and Skills' website [www.education.ie](http://www.education.ie)

**For office use only**

Date of Enrolment: \_\_\_\_\_

Pupil Aladdin Registration No: \_\_\_\_\_

DES Primary Online Database: Y/N: \_\_\_\_\_

Pupil POD Registration No: \_\_\_\_\_

Birth Certificate on File: \_\_\_\_\_

Code of Behaviour Policy Sent: \_\_\_\_\_

Signed Acceptance Received : \_\_\_\_\_