



**Scoil Padre Pio**  
Churchfield, Cork City, Ireland.

Roll Number: 18217B

Telephone: 021-4302045

Fax/Phone: 021-4211394

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## **Enrolment Policy:**

### **Introduction;**

Scoil Padre Pio is a thirty one teacher, co-educational primary school under the patronage of the Catholic Bishop Cork and Ross. The school has a Principal, eleven mainstream , eight Resource, three Learning Support, four Special classes, one Home School Liaison, one Teacher Counsellor, two Early Start and twenty S.N.A.'s. The full range of subjects as listed in the D.E.S's revised curriculum books is taught.

These subjects are;

- Language- Gaelige and English
- Mathematics
- Social, Environmental and Scientific Education – History, Geography and Science
- Arts Education-Visual arts, Music and Drama
- Physical Education
- Social, Personal and Health Education
- Religious Education

The Board of Management receives funding from the Department of Education and Science and is responsible for the organisation and management of the school's resources, the proper use of which leads to the effective delivery of the curriculum for the benefit of children, parents staff and the community. The Board will endeavour to fulfil its legal obligations with regard to all legislation.

### **1. Definition :**

The word 'enrolment' refers to the entering of the child's name, address, date of birth, date of acceptance and individual registration number into both class roll-book and the school register.

### **2. Access :**

Equality of access is the key value that determines the enrolment of children to Scoil Padre Pio. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language / accent, gender, traveller status, asylum seeker/ refugee status, religious/political beliefs and values, family or social circumstances.

### **3. Choice:**

Scoil Padre Pio endeavours to meet the needs of all its pupils, regularly reviewing its capacity for this in the light of available resources and advising parents accordingly. The B.o.M. of the school recognises the rights of parents to enrol their child(ren) in the school(s) of their choice and balances this with its responsibility to respect the rights of the existing school community.



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#### **4. Rights of existing school community:**

In respecting the rights of the existing school community and in particular the children already enrolled, in certain situations with regard to enrolment applications, balanced judgements will be required, guided by the principals of natural justice and acting in the best interests of all children. The B.o.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind the size of/availability of space in classrooms, with due regard to D.E.S. guidelines on class sizes.

#### **5. Children with Special Needs:**

Children with special educational needs are welcome to enrol in the school and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. The child enrolling in Scoil Padre Pio will be resourced in accordance with the level of resources provided by the Department of Education & Skills to the Board of Management.

The Board of Management may request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the supports in place before the child admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants, etc. specialised equipment or furniture, transport services, etc.

The school will meet with the parents of the special needs child to discuss the school's suitability for the child. If considered necessary, a full case conference may be called which will include parents, class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

#### **Exceptional Circumstances**

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

- The pupil has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education.



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### **6. Criteria for Enrolment:**

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the B.o.M. being unable to provide suitable accommodation or recruit the required teaching staff), the following criteria will be used to prioritise children for enrolment:

- (a) Brothers and Sisters (including step-siblings, resident at the same address) of children already enrolled-priority to the oldest.
- (b) Children from within the recognised catchment area of the Ascension Parish and Lower Knocknaheeny will be given priority on a first come, first served basis.
- (c) Children of current school staff.
- (d) Children from outside the catchment area on a first come, first served basis. In the event of being unable to enrol a child(ren) from categories (a)(b)(c) or (d) in a given class at the beginning of a school year, such children will receive priority(in order of a,b,c,d) for the subsequent school year over other children on the class waiting list.

## **Special Class (Autism)**

Parents wishing to enroll their child in a special class must present a psychological report to the school.

This report must include:

- A diagnosis of autism.
- A statement that the minimum level of cognitive functioning is a mild learning disability.
- A recommendation for a placement in special class attached to a mainstream school.

Once this report has been forwarded to the school principal, parents will be asked to make an application to enroll their child in a special class. See application form attached. The Board of Management will then consider the application and notify the parents accordingly. Should the number of applicants exceed the number of places, a waiting list is put in place. Placement in any of the special classes is subject to a yearly review.

Parents will be advised as to the child's future schooling with the following options considered:

- Continuation in the special class.
- Mainstream class in Scoil Padre Pio N.S. with resource teaching support.
- Placement in a special school.
- Home tuition.



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### **Multi-disciplinary support**

COPE Foundation provides a multi-disciplinary support service to children with a diagnosis of autism attending the school. This support includes psychology, speech and language therapy, occupational therapy and access to both psychological and social services.

### **Mainstream Integration**

It is hoped that children enrolled in the unit experience meaningful integration with their typically developing peers during their time in Scoil Padre Pio N.S. The provision of integration for the children is dependent on resources and accommodation

This policy is subject to yearly review.

### **Enrolment Policy for the Early Intervention Class**

Parents wishing to enrol their child in the Early Intervention Class must present a psychological report to the school.

This report must include:

- A diagnosis of autism.
- A statement that the minimum level of cognitive functioning is a mild learning disability.
- A recommendation for a placement in an Early Intervention Class attached to a mainstream school.

Once this report has been forwarded to the School Principal, parents will be asked to make an application to enrol the child in the Early Intervention Class. See Application Form attached. The Board of Management will then consider the application and notify the parents accordingly. A child can take up a place in this class on/after his/her third birthday. The upper age limit for inclusion in the Early Intervention Class is five. (A child cannot be six during the school year). Placement in the Early Intervention Class is subject to a yearly review.



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Parents will be advised as to the child's future schooling with the following options considered:

- Mainstream
- Mainstream with resource teaching support
- Autism Unit attached to the mainstream school
- Special school
- Home tuition

The Early Intervention Class operates a maximum class size of six pupils. One teacher and a minimum of two SNAs will work in the Early Intervention Class. If the number of applicants exceeds the number of places a waiting list will be put in place. Enrolment in the Early Intervention Class does not entitle the child to a place in either the Autism Unit or in a class in the mainstream school

### **Decision Making:**

The Board of Management determines the maximum number of children in the school based on D.E.S's recommended enrolment at the time.

### **Children of other faiths or no faith:**

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where a request is made in writing, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

### **7. Open Day:**

An Open Day will be held for the enrolment of children into Early Start Pre-School and Junior Infants class(es) (for commencement in September). This Open Day would take place before Easter. A second Open Day may be held in June. Applications for new enrolments for the following school year will be made by the end of June.



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### **8. Pupils Transferring:**

Pupils wishing to transfer from other schools at any time are enrolled subject to 'Rules for National Schools' as well as Scoil Padre Pio's enrolment policy, D.E.S. circulars and following consultation with other schools. A Birth/Adoption certificate should be attached to the completed and signed Enrolment Application Form. The transfer would be subject to a place being available.

### **9. Code of Behaviour:**

Children enrolled in Scoil Padre Pio are required to co-operate with and support the school's Code of Behaviour as well as all other policies on curriculum, organisation and management. The B.o.M. holds parents/guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

### **10. Early Start:**

Enrolment Policy for the Early Start Pre-School is in accordance with D.E.S. guidelines.

### **11. Junior Infants:**

New entrants into Junior Infants should preferably be four by 31<sup>st</sup>. August. However it is at the discretion of the Board of Management to consider applications for children whose fourth birthdays occur during September.

### **12. Cut-Off date:**

New enrolments-other than transfers- will not be considered after 30<sup>th</sup>. September.

### **13. Enrolment Documentation:**

Parents/Guardians seeking to enrol their child(ren) in Early Start and Infants in Scoil Padre Pio must return a completed and signed Enrolment Application Form (available in the offices of the Secretary, Home/School/Community Liaison Co-ordinator and the Principal) with an original Birth/Adoption Certificate to the school by June 1<sup>st</sup> each year for placement on a class waiting list. Late applications may be considered for Early Start.

### **14. Notification and Acceptance:**

With regard to new enrolments parents/guardians will be notified by post regarding the acceptance or otherwise of applications for entry into all classes due to commence the following September. Parents /Guardians will be asked to return an acceptance/non-acceptance slip before the end of June.





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### **15. Departures :**

The names of children leaving the school ( other than those entering second-level) will be forwarded to the local Educational Welfare Officer in line with the requirements of the Education Welfare Act. The date of departure of all children (as well as the date of any re-enrolment) will be recorded in the Register. The names of those children who leave the school will be struck off the roll once written notification of their enrolments in a new school are received.

### **16. Roll Books :**

Roll books will be marked according to the instructions as listed therein.  
Records will also be kept on our Aladdin System.

### **17. Appeals Procedure;**

In line with Section 29 of the Education Act 1998, parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents , if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents/ guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

**Updated February 20<sup>th</sup> 2013**

**Ratified by the B.O.M. \_\_\_\_\_**