qwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmrtyuiopasdfghjklzxcvbnmqwertyuiopasdfEghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmrtyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmrtyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmrtyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmrtyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmrtyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmrtyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvbnm

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| school graphic.jpg |

Admissions Policy

St. Joseph’s National school

Bekan

**1. General Information.**

This admissions policy is set out in accordance with the provisions of the Education

Act.(1998).The B.O.M. trusts that by doing so parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management and the Principal will be happy to assist with any further queries or matters arising from the policy.

**School Name**: St.Joseph's National School.

Bekan ,

Claremorris,

Co.Mayo.

**Telephone**: 094 9380311

**Email:** [bekanns@gmail.com](mailto:bekanns@gmail.com)

**Patron:** Most Rev. Dr.Michael Neary,

Archbishop of Tuam.

**Total number of Teachers in the school**:

* 6 mainstream teachers.
* 2 special education teachers[full-time]
* 1 shared special education teacher [Based in Miltown N.S.]

**Range of Classes taught**:

* Mixed classes from Junior Infants to Sixth Class.
* Children with special needs and those who require learning support.

**School Ethos**

**[*The following is brought to the notice of all parents/guardians of children seeking to enrol children in this School***. ***St. Joseph’s N.S., Bekan is a Catholic School. Following is the Schedule for a Catholic School.*]**

*“A Roman Catholic School (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and the life, death and resurrection Jesus Christ. The catholic school provides Religious education for the pupils in accordance with the doctrines, practices and the tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith”.*

The school operates under the regulation of the Department of Education and Skills (D.E.S.) from which grants and resources are received annually.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the NCCA in conjunction with the D.E.S. This is subject to amendments by the D.E.S., in accordance with Section 9 and 30 of the Education Act (1998).

**The school supports the principles of**

inclusivity ( particularly with reference to children with disabilities or special educational needs).

equality of access and participation in the school.

respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

parental rights to enrol their children in the school of their choice; this in the context of the existing school community and the rights of the pupils already enrolled.

**2. The School Day.**

The school day begins **at 9.30.a.m. and ends at 3.10 p.m.**

The early morning break is from **11.00 a.m. to 11.10 a.m**.

Lunchtime is from **1.00 p.m. to 1.30 p.m.**

Children are dismissed from class at **3.10 p.m.**

Parents who drive their children to school are asked not to leave their children unattended at the school before **9:20 a.m**. and to collect them at school closing time, as there is **NO SUPERVISION** in the school before **9:20 a.m.** or after **3.20 p.m.** The school bell will ring at **9.20 a.m.** to admit pupils into the school and it will ring at **9.30a.m** to signal commencement of classes.

3. Enrolment Procedures.

Parents who wish to enrol pupils in Junior Infants will be invited to come to the

school on a nominated date during the final term for an information evening. An Information Booklet will be made available to parents, along with copies of the School’s Code of Discipline and Anti-Bullying Policy. Enrolment forms are available from the school or can be downloaded from the school website.

The B.O.M. will communicate generally re enrolment to the school community through appropriate channels e.g. letters from school, parish newsletter, announcements in Church, Text-a-parent service etc., outlining the application for enrolment procedures.

**4. Provision of Key Information by Parents.**

Certain information will be required when children are being enrolled. A specific

enrolment application form will also be provided by the Board for this purpose. Such

information should include:

* Pupil's name, age, Date of Birth, PPSN, Country of Origin
* Names and addresses of pupil's parent/guardians;
* Email contact address;
* Contact telephone numbers;
* Contact telephone numbers in case of emergency;
* Details of any medical conditions which the school should be aware of
* Religion
* Previous schools attended, if any, and reasons for transfer, if applicable
* Special requirements or requests for Special Education provision
* Any other relevant information (including any such information as may be prescribed under the Education Welfare Act 2000).

**5. Decision Making:**

Decisions, in relation to applications for enrolment, are made by the Board of

Management in accordance with school policy. The Board will notify parents of its

decision within 21 days of receiving such information (to come in to being as per

Education Welfare Act (2000). 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.***

The Board will have regard to relevant Department of Education and Science

guidelines in relation to class size and staffing provisions and/or any other relevant

requirements concerning accommodation, including physical space and the health and

welfare of children.

The Board is bound by the Department of Education and Science's Rules for National

Schools which provide that pupils may only be enrolled from the age of 4 years and

upwards, though compulsory attendance does not apply until the age of 6 years.

In the event that applications for enrolment exceed or are expected to exceed the

number of places available, the following decision-making process will apply. The

Board will exercise its discretion in the application of the following criteria. The

criteria may include any of the following though not necessarily in that order:

* Whether there are siblings of the proposed new entrant already in the school;
* Ages of the children
* Parish boundaries/Diocesan policies;
* First come, first served;
* Children of staff members;
* Any specific provision for children of ethnic minorities, including travellers, refugees,
* Asylum seekers etc;
* Ethos considerations
* Any other.

**6. Admission Day/Date**

The Board of Management specifies that Junior Infants are admitted to the

school on 1st September. Parents are advised to submit application for enrolment prior to 30th April preceding the commencement of the School Year.

***The Board will not accept the enrolment of a first time entrant after the 30th Sept. who has not previously attended a recognised primary school.***

**7. Enrolment of Children with Special Needs.**

In relation to applications for the 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 the support services 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 or the National Council for Special Education to provide the resources required to meet the needs of the child as outlined in the psychological and /or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher services, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child to discuss the child's needs and the

school's suitability or capability in relation to meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, resource teacher for special needs, psychologist or other professional care worker as appropriate.

**8. Pupils Transferring**

Subject to school policy, available space and in some cases, the approval of the Department of Education and Science, pupils may generally transfer to the school from another school at any time. However should a pupil wish to transfer from a local school during the school year, the Board of Management requires that information concerning, behaviour, attendance and the child's educational progress be communicated between schools before enrolment is permitted.

**9. Code of Behaviour.**

The school will append its Code of Behaviour to the school's enrolment policy as per the implementation of the Education Welfare Act, 2000 and the guidelines issued by the National Education Welfare Board. Reading the school’s Code of Behaviour and agreeing to adhere to its provisions is a condition of enrolment in the school.

**10. Refusal to Enrol.**

The BOM reserves the right to refuse enrolment in exceptional circumstances if, in the opinion of the BOM, there is evidence of an unacceptable risk to other pupils, school staff or school property, or if the applicant has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the applicant with an appropriate education.

Children enrolled in St Joseph’s National School, Bekan are required to co-operate with and support the school’s policies including policies on Code of Behaviour (available in our policy booklet and on our website), Curriculum, Organisation and Management. The BOM places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

**11. Appeals**

Where a Board of Management refuses to enrol a student in a school, the parents has a statutory entitlement under Section 29 of the Education Act, 1998, as amended, to appeal that decision to the Secretary General of the Department of Education & Skills.

In the event of any dispute, decisions regarding enrolment are the responsibility of the BOM. In this, the BOM is bound by the Rules for National Schools (D.E.S.).

**10. Enrolment application form and letter concerning child protection and welfare**

(Form and Letter appended)

***GDRP (General Data Protection Regulation) came into effect on May 25th 2018.***

***St. Joseph’s NS, Bekan****collects and processes personal information to comply with our legal and statutory obligations, including, but not limited to those under the Education Act 1998 (as amended), the Education (Welfare) Act 2000, the Education for Persons with Special Needs (EPSEN) Act 2004, the Health Act 1947, the Children First Act 2015, the Child Protection Procedures for Primary and Post Primary Schools 2017, the Teaching Council Acts 2001-2015 and Safety Health and Welfare at Work Legislation.*

*Data shall only be retained for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements, after such time this information will be deleted or shredded.*

Updated and approved by the Board of Management of Bekan N.S. on ***4th February 2019***

Chairperson:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be subject to periodic review to take account of changing circumstances in relation to Dept. of Education and Science regulations, legislation or other provisions as required.

 Does your child have any health issues or requirements that the school needs to be aware of?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consent to your child being taken straight to hospital in case of serious illness or accident?\_\_\_\_\_\_

Do you give permission for your child to participate in “The Stay Safe programme” and SPHE/RSE programmes?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you attached (a) Birth cert\_\_\_\_\_\_\_\_\_\_\_ (b) Baptismal cert (if baptised outside of Parish)\_\_\_\_\_\_\_\_\_

**Other relevant information**

**Details of special needs: I**t is important that the school is made aware of any special requirements in respect of children applying for enrolment (*Speech & language, hearing difficulty etc..*.) This is essential to ensure that the school can apply for the relevant support *(February 28th2017 is closing date for SEN applications)*

1. Has your child been assessed by an educational psychologist or other health care professional?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Are there any reports of such assessments currently available?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Does your child have any special needs? *(hearing, speech...)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Custody**

It is the policy of this school that both parents/guardians sign this enrolment form to signify their consent to the child/children attending this school.

1. If both parents/guardians are not signing the form please clarify the reasons why. (e.g. one parent is sole guardian etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is there any court order in existence relating to the child/children that would be of relevance to the school?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Is there any person who is forbidden by court order to have contact with the child/children or who is only allowed restricted or supervised access to him/her?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Children born outside of Ireland**

Place of birth of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s first language if not English:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of arrival of child in Ireland:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick which of the following best describes your child’s skill level in the English language:**

* Has no English \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Can understand spoken English \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Can communicate in English \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Has basic literacy skills in English \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enrolment consent**

I/We consent to my/our child’s participation in the School’s **SPHE** [Social, Personal & Health Education] **program**. I/We agree to abide by the school’s **Code of Behaviour** and to co-operate with the management and staff in implementing school policy.

**Signed: Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data protection**

I consent for the information contained in this enrolment form to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary school my child may transfer to during the course of their time in primary school. This enrolment form will be kept on file in a locked cabinet in your child’s classroom.

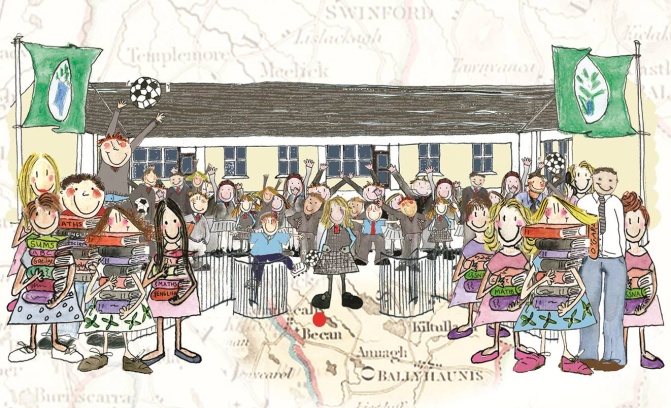
**Signed: Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For further information on POD please go to the Department of Education and Skills’ website- www.education.ie*

**Scoil Náisiúnta Naomh Seosamh**

**St. Joseph’s National School**

****

Office: (094) 9380311

Uimhir Rolla: 13659 Bekan,

Cill Bheacain Claremorris, Clár Cluinne Mhuiris Co. Mayo

Co. Mhaigh Eo

**Re. Child Protection and Welfare**

Dear Parents/Guardians

The Department of Education and Science has introduced guidelines and Procedures for all schools in relation to Child Protection and Welfare. These guidelines promote the welfare of all children and are to be welcomed.

The Board of Management of Bekan National School has adopted these guidelines as school policy. Consequently if there is a matter of concern in relation to abuse of children we are obliged to report this to the local HSE Social Work Dept. They will assess the case and provide the necessary advice for the school and support for the child/family concerned.

The teaching staff has received training in the implementation of the Children First Guidelines and the Board of Management has appointed a Designated Liaison Person [Principal] and a Deputy Liaison Person [Deputy-Principal] who will have responsibility for liaising with staff and HSE personnel in regard to issues which may arise under the Guidelines. The complete Children First guidelines can be accessed at: <http://www.hse.ie/eng/services/Publications/services/Children/cf2011.pdf>

Yours sincerely,

…………………………………..................................

Marie McDonagh (Principal)

(Please sign and return the section below with your child’s enrolment form.)

================================HH00652_===================================

Child Protection and Welfare Guidelines

I/We have read the letter regarding Child Protection and Welfare. I/We understand and accept its contents as an integral part of the school’s enrolment policy.

Signed: …………………………………….................................................. (Parent/Guardian)

………………………………………............................................... (Parent/Guardian)