**JOHN F KENNEDY MEMORIAL SCHOOL LIMERICK**

**School Admissions Policy 2009**

**Amended November 2013**

**Reviewed November 2018**

### Rationale

The John F. Kennedy Memorial School is a boys *only* school, with classes from 2nd to 6th .

Having reviewed the existing policy together with current practices and procedures, certain additional issues around enrolment needed to be addressed and required further clarification.

 This policy was formulated by the School Partners - Teaching Staff, Parents and Board of Management.

***Aims:*** By drafting this policy the school hopes to achieve clarity of information for parents, wishing to

 enrol their children, in John F. Kennedy Memorial School

 School Ethos, Philosophy and Character

Teaching Staff

Enrolment dates, registration + general school information

**General Information**

## Introduction

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, Mr Colm Doyle and the principal, Ms Theresa O Sullivan, will be happy to clarify any further matters arising from the policy.

**School Name:** The John F. Kennedy Memorial School

**School Address:** Ennis Road, Limerick.

**Telephone No.:** (061) 452090

**Denominational Character:** Catholic Ethos

**Name of Patron:** Dr Breandan Leahy, Catholic Bishop of Limerick

**Total Number of Teachers in the School:** Principal Teacher

 8 class teachers

 6 Special Education Teachers

 1.75 Special Needs Assistant

**Gender Orientation:** Boys

**Range of Classes Taught** : 2nd to 6th

The school depends on the grants and teacher resources provided by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

* inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
* equality of access and participation in the school;
* parental choice in relation to enrolment; and
* respect for diversity of values, beliefs, traditions, languages and ways of life in society.

**Admission Procedures**

**Application Procedures:**

**1.**  (a) Parents seeking to enrol their child(ren) in the John F. Kennedy Memorial School are requested to

 return a completed Enrolment Application Form (available in the office) with an original Birth/

 Adoption Certificate to the school in March each year.

 (b) Notices will also appear in Holy Rosary Church and in Salesian Infant School, school website and FB page

**Provision of Key Information by Parents**

Certain information will be required when children are being enrolled. A specific enrolment application form is provided by the Board of Management for this purpose. Such information will include:

Pupil’s name, age and address;

Names and addresses of pupil’s parents/guardians;

Contact telephone numbers;

Contact telephone numbers in case of emergency;

Details of any medical conditions of which the school should be aware ;

Religion ,

Nationality.

Previous schools attended, if any, and reasons for transfer, if applicable; and prescribed under the Education Welfare Act (2000) or Education for Persons with Special Educational Needs Act (2004)

This entrance form can also be accessed on the school website [www.jfkmemorialschool.com](http://www.jfkmemorialschool.com)

Parents/Guardians should note that pupils enrolling in our school will have their details entered on the Primary Online Database (**P.O.D**) as required by the Department of Education and Skills.

**2.** The names of children for whom Enrolment Application forms and Birth/Baptismal/Adoption

 Certificates have been received, will be placed kept on file.

**3.** Equality of access is the key value that determines the enrolment of children to our school.

 No child will be refused admission for reasons of ethnicity, special educational needs, disability,

 language/accent, traveller status, asylum-seeker/refugee status, religious/political beliefs and

values, family or social circumstances.

**4.** While recognising the right of parents to enrol their child in the school of their choice, the

 Board of Management of the John F. Kennedy Memorial School is also responsible to respect 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 interest of **all** children. Assisting the school in such circumstances, the Board of

 Management reserves the right to determine the maximum number of children in each separate

 classroom bearing in mind:

 (a) size of / available space in classrooms

 (b) educational needs of children of a particular age

 (c) presence of children with special educational/behavioural needs

 (d) Department of Education and Science maximum class average directives

(currently a maximum **average** of 30 children)

 (e) Situations when multigrade classes may be necessary

**5.** 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 the following criteria will be

 used to prioritise children for enrolment:

 (a) Children living within the parish

 (b) Children of current school staff

 (c) Having allocated such places for (a) and (b) above, further places will be allocated

 on the basis of proximity to the school and family connections with the school

 (d) Special consideration will be given to pupils transferring from within the Parish –

 Salesian primary school.

 (e) Ethos considerations.

 **6.** An open night is held in May/June to which all parents of 2nd class entrants and other new applicants are invited

 **Pupils Transferring:**

 Pupils may transfer to the school at any time, subject to school policy, available space and in

 some cases, the approval of the Department of Education and Science.

 Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National

 Schools, as well as our own school’s enrolment policy. Local agreements with other schools are

 factors considered.

 The Principal reserves the right to contact the principal of the transferring student to establish if

 necessary the reasons for request of transfer.

 If the request to transfer a pupil to Scoil J.F.K is as a consequence of suspension or expulsion

 from another school the Board of Management may refuse request for enrolment. This is in line with section 4 of this policy statement governing the rights of the existing school community.

 New second Class entrants spend one informal period in school at the end of June to familiarise

 themselves with their new school environment.

 **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 Special Education Needs Organiser (NCSE see Circular 01/05) 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 service, resource teacher for special needs, special

 needs assistant, specialised equipment or furniture, transport services or other resources.

 The school will meet with the parents of the child and with the Special Education Needs to

 plan and cater for 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 Teacher,Deputy Principal ,class teacher learning support teacher,

 ,resource teacher ,Special Needs Organiser and N.E.P.S psychologist if necessary and appropriate

 Children with special needs will be resourced in accordance with the level of resources provided

 by the Department of Education and Science to the Board of Management: and taking into

 account the accommodation and resources of the school. If the school has not got resources at

 any point in time to cater for any particular child, such a child will be admitted as soon as such

 resources are in place.

 Notwithstanding the availability of such resources, if parents are unsatisfied with

 the level of educational provision in our school, they may advised to consider

 (a) a special school which is designed and resourced to specifically cater for the needs of children with special educationalneeds;

 (b) other schools who may have the desired educational provision.

 **Code of Behaviour:**

 Children enrolled in our school are required to co-operate with and support the school’s Board of

 Management **Code of Behaviour** as well as all other policies on curriculum, organisation and

 management.

 It is a requirement of the school that Parents enrolling their children read and sign that on the

 school application form that they have studied the Code of Behaviour and agree to abide by its

 contents

 The Board of Management places Parents/Guardians responsible for ensuring that

 their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the

 Department of Education’s rules for National Schools, a child may be suspended or expelled for

 serious breaches of this code of Behaviour

 These policies may be amended and revised from time-to-time to meet the changing needs of the

 School

 At the information meeting for new parents /guardians in May school Principal will again

 Inform parents on the contents of this document.

**Appeals:**

 The Board of Management will inform the parents of its decision in respect of an application for enrolment within 21 days of the final date for receipt of applications where the Board of Management refuses to enrol a student the parent has the right to appeal that decision to the Secretary General of the Department of Education and Science [under Section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007].

**Exceptional Cases:**

The Board Of Management of the John F Kennedy School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either;

1. The child 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 student with an appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to othr students, to school staff or to school property.

##  **Policy Approval/Ratification**:

The policy was ratified by the Board of Management of John F Kennedy Memorial School on 28th November 2018.

The contents of this policy have been approved by St. Senan’s Education Office, acting on behalf of the Patron.