

Admission Policy of Rahara National School

School Address: Athleague Road, Rahara, Co Roscommon

Roll number: 17100V

School Patron/s: Bishop Kevin Doran, Diocese of Elphin

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on [date]. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Rahara National School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

This section must be completed by all schools.

Rahara National School is a co-educational, Catholic, primary school which strives to provide a welcoming, caring, happy and secure atmosphere and endeavours to enhance the self-esteem of everyone in the school community. Rahara N.S. will identify and address the intellectual, spiritual, physical, moral and cultural needs of the pupils. The school is under the patronage of the Catholic Bishop of Elphin. It is a vertical school providing primary education for pupils aged 4 – 12 years i.e. junior infants to sixth class.

In Rahara N.S., we seek to provide an environment where the Christian values of mutual respect, tolerance, care and justice are encouraged and nurtured.

Our school complements the efforts of parents and parishes in the fostering of a living faith. Each student is unique and has different gifts and different needs. As a result, our school strives to provide a broad, balanced and relevant curriculum which develops the individual's talents and abilities.

Rahara N.S. encourages self-discipline and responsibility, and fosters the development of skills, which enable students to use their leisure time positively and creatively. It is our wish that students share fully in the life of the school and leave Rahara N.S. as caring and capable young adults who will contribute positively to their communities. Rahara N.S. will prepare students to be life-long learners who are able to show positive growth each year academically, physically, socially, and emotionally.

The Code of Behaviour endeavours to uphold the Vision Statement of Rahara N.S. which states, *'Each pupil, through an encouraging learning environment, will be motivated to achieve his/her full potential, be a self-confident, caring and capable person who will contribute positively to his/her community and be respectful in an ever-changing world.'*

Rahara National School operates under the Rules for National Schools and Department of Education and Skills (DES) guidelines. The School is staffed in accordance with the staffing schedule laid out each school year by the DES. The school is funded by annual grants for specific purposes from the DES. Rahara National School follows the curriculum prescribed by the DES, which may be amended from time to time in accordance with Section 9 & 30 of the Education Act 1998. All pupils enrolled in the school must participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, and Physical Education. The school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. Non-Catholic pupils are exempt from the religious education programme at the request of their parents.

The Board of Management of Rahara National School has formally adopted and implemented Child Protection Procedures for Primary and Post Primary School, 2017 which is based on Children First: National Guidelines for the Protection and Welfare of Children. Rahara National School Child Safeguarding Statement and Risk Assessment is displayed at the school entrance foyer and is also accessible on www.rahara.com. Within the context and parameters of Department Regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, equality of access is the key value that determines the enrolment of children to our school.

A child may not be refused admission for reasons of ethnicity, special educational needs, language/accents, gender, traveller status, nationality, political beliefs and values, family or social circumstances. Pupils enrolled in Rahara National School are required to comply with the Code of Behaviour and Anti-Bullying Policy as well as all other relevant policies. The main school policies are available to parents on the school website. Parents are responsible for ensuring that their child (ren) comply with school policies in an age appropriate manner. In cases of repeated or serious misbehaviour the school will follow procedures for suspension and expulsion as set out by the Education Welfare Board /TUSLA guidelines.

Parents must accept the Catholic Ethos of the school as a condition of enrolment. Parents who accept a place for their child in Rahara National School are required to sign an undertaking to uphold the school Code of Behaviour and other policies.

The BOM reserves the right to determine the number of classes at each class level and the maximum number of children in each classroom bearing in mind: available space in classrooms, educational needs of children of a particular age, multi-grade classes, and presence of children with special educational needs, DES class average directives and teaching resources provided to the school.

The BOM determines the number of places available for junior infants for each school year in advance of the commencement of the enrolment process. In the event that there are more applications for enrolment than places available, the criteria outlined in this

admissions/enrolment policy will be used, in descending order of priority, to select children for offers of enrolment.

3. Admission Statement

Rahara National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.

Schools must retain any of the following statements that apply to them and delete those that do not:

Primary schools receiving applications from applicants of a minority religion

Rahara National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

All denominational schools

Rahara National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational Needs catered for in the school/special class

In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.

Schools must retain the following statements that apply to them and delete those that do not:

(a) In the case of a special school

Rahara National School with the approval of the Minister for Education and Skills, provides an education exclusively for students with (insert details of category or categories of SEN the school caters for).

(b) In the case of a mainstream school with a SEN class attached

Rahara National School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with (insert details of category or categories of SEN the special class caters for).

Note for schools: The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Additional information must be included (as applicable) in this section.

Schools must retain any of the following statements that apply to them and delete those that do not:

All denominational schools

Rahara National School is a Roman Catholic school and may refuse to admit as a student a person who is not of (specify denomination) where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

The special class attached to Rahara National School provides an education exclusively for students with [specify category or categories of special educational needs] and the school

may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Insert selection criteria here

Decision Making

Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with school policy. As a general principle, and in so far as is practicable having regard to the school's enrolment policy, the children shall be enrolled on application, providing there is space available. Rahara N.S. is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his/her birth. (Rule 64.1)

Enrolment for Junior Infants normally takes place in mid-late January for the following school year. Advance notification of enrolment dates is placed in local newspapers, on the school website and in the school and parish newsletters. Applications are accepted from prospective junior infant pupils aged 4 years on or before 1st April of the year of enrolment.

Parents seeking to enrol their child are required to attend the school on one of the notified enrolment days and complete an Enrolment Application Form (available from the school on the above dates) and present accompanying documentation*

Applications for junior infant enrolment must be lodged with the school by 31st January (at the latest) of the year that the child is to commence school.

Applications received after this date are classified as LATE APPLICATIONS. Non-complete applications cannot be considered.

The following criteria will be used, in order of priority, for offers of enrolment:

CATEGORY 1 Places will be allocated to this group in order of date of birth

- Siblings* of children already enrolled in Rahara National School, born on or before 1st April 2016.
- Children, born on/before 1st April 2016, who are resident* in the parish of Rahara National School on date of enrolment.
- Children of present staff members, born on/before 1st April 2016

CATEGORY 2 Places will be allocated to children in this group in order of date of birth.

- Children, born on/before 1st April 2016 who are not resident* in the parish of Rahara National School on date of enrolment.

An application form for enrolment must be accompanied by the following documentation:

1. PPSN for your child – requirement for Department of Education & Skills Pupil Database

It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Database (POD) when enrolled

2. An original Birth Certificate for your child
3. Two Acceptable Forms of Documentation as proof of present address* (see categories & list of acceptable documents on page 4)
4. Any other relevant reports i.e. medical /psychological/speech & language reports etc.

IMPORTANT NOTE: Proof of residence will be verified in order to determine eligibility for enrolment. Incorrect information submitted in relation to any aspect of the enrolment application form invalidates the application. The BOM reserves the right to withdraw an offer of enrolment or cancel a placement based on false or misleading information furnished in the enrolment application. The completion of an application form or placement on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined.

LATE APPLICATIONS – Applications for enrolment for junior infant's intake received after registration process is completed in January may only be accepted from applicant's resident in Rahara or from families who are moving into the parish. After the initial rounds of offers of places have been completed, and in the event of further spaces becoming available the BOM reserves the right to prioritise offers to late applicants from Rahara in cases where there is a valid reason for not completing enrolment registration in January.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS SEEKING TO ENROL IN RAHARA NATIONAL SCHOOL

In order to fully provide for the educational needs of pupils parents should inform the school if their child has identified special educational needs or if there are concerns about any aspect of their child's development or welfare that might be relevant to the school. It is the policy of Rahara National School to request an up-to-date Psychological Report and / or Medical Report etc. for a child with identified special needs who is seeking a place in this school. The purpose of such reports is to assist the school in establishing the educational needs of the child relevant to his / her disability or special needs and to profile the support services required. The school will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources. Special education teaching and other resources are allocated in accordance with DES Circular 13/2017 and Guidelines for Primary School – Supporting Pupils with Special Education Needs in Mainstream Schools. Where further resources are required the school may apply (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES)

OFFERS OF JUNIOR INFANT ENROLMENT AND ACCEPTANCE OF OFFER OF ENROLMENT

Round 1 Offers of Enrolment will be notified to parents in writing (to the address on the enrolment application form) by the end of February 2020. Acceptance of a place must be confirmed in writing by parents and the requested documentation in the offer letter submitted within the stated time.

Round 2 and Subsequent Offers of Enrolment will be notified to parents (normally during March, April, May, June) if places become available due to non-acceptance of earlier round offers. The BOM may impose a cut-off date and applicants who cannot be offered places will be informed at this stage. Acceptance of Enrolment Offer: Pupils accepted for enrolment will be registered as per the name on their birth certificate. Parents of pupils who accept school places for junior infants will be invited to a Parent Information Meeting in the school normally in mid/late May. It is important that parents attend this meeting.

Prospective Junior Infant pupils and their parents are also welcome to visit the school on a specific afternoon in late June.

Summary of criteria used in decision making by the BOM in relation to excess enrolment are:

- o Siblings of pupils already in the school
- o Ages of the children
- o Children from the Parish and the bordering parishes
- o First come, first served;
- o Children of staff members;
- o Guidelines from the DES in relation to class size, staffing provision and accommodation
- o Physical space
- o Health and welfare of the children

In accordance with the Educational Welfare Act 2000, the BOM will notify parents of their decision within twenty-one days of receiving the information as prescribed by the Minister of Education and Science under this Act.

Note: In the case of a primary school that intends to give priority in admission to a student of a minority religion in accordance with section 7A of the Equal Status Act 2000, the school must include details of the arrangements for same here (see FAQ number 15) (delete if not applicable)

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Insert details of the school's arrangements here

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;

- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Rahara National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 15](#) below in relation to applications received outside of the admissions period and [section 16](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Rahara National School, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Rahara National School where —

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Rahara National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Rahara National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list,

in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

ENROLMENT OF CHILDREN IN CLASSES FROM SENIOR INFANTS – SIXTH CLASSES

Rahara National School does not normally enrol pupils seeking transfer from other primary schools during the school year except in exceptional circumstances i.e. where a family relocates into Rahara Parish and it is not practicable to attend previous school. Parents wishing to enrol a child into classes (Senior Infants – Sixth Class) or parents of children seeking to transfer to Rahara National School from other schools are enrolled subject to the Rules Governing National Schools, as well as the current Rahara National School Enrolment Policy. Pupils may apply to transfer to the school, in accordance with the school enrolment procedures and subject to the availability of places in particular classes. It is advised that parents who seek enrolment for child/ren or who seek to transfer a child/children from another primary school within the State should apply to Rahara National School in advance of the commencement of the school year. In such cases applications for enrolment are accepted from mid-January (after Junior Infant Enrolment) to 1st June preceding the start of the new school year to allow for the processing of the application.

Applications for enrolment into classes from Senior Infants to Sixth are accepted from the following categories of applicants:

- Rahara National School pupils returning from approved specialised education placements (i.e. Reading / Language Unit) in another mainstream school are re-enrolled upon application.
- Pupils seeking enrolment from outside the State or seeking to transfer from another primary school within the State will be enrolled subject to availability of places at the class level and subject to verification of documentation etc.
- Pupils seeking enrolment or re-enrolment following placement in a special school or other non-mainstream educational setting will be enrolled subject to the availability of places and subject to an accompanying report from professional services involved with the child demonstrating that the child can meaningfully integrate into and benefit from a mainstream education setting. In such cases and as deemed necessary Rahara National School will seek to have the educational supports i.e. SNA/ Assistive Technology in place in advance of the enrolment of the child. In cases where there are more applications for enrolment for specific classes (Senior Infants – 6th Class) than places available the enrolment criteria in Section A of this policy (minus the birth date stipulations) will be applied.

FOR APPLICANTS FOR SENIOR INFANTS – 6TH CLASS:

Application forms for Enrolment must be accompanied by the following documentation:

1. PPSN for your child – requirement for Department of Education & Skills Pupil Database
It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when enrolled
2. An original Birth Certificate for your child
3. Two Acceptable Forms of Documentation as proof of present address (see categories & list of acceptable documents p 4)
4. School Report/s from the previous school & other relevant reports i.e. medical /psychological/speech & language reports

IMPORTANT NOTE: Proof of residence will be verified in order to determine eligibility for enrolment. Incorrect information submitted in relation to any aspect of the enrolment application form invalidates the application. The BOM reserves the right to withdraw an offer of enrolment or cancel a placement based on false or misleading information furnished in the enrolment application. The completion of an application form or placement on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS SEEKING TO ENROL IN RAHARA NATIONAL SCHOOL (Senior Infants – 6th Class)

In order to fully provide for the educational needs of pupils parents should inform the school if their child has identified special educational needs or if there are concerns about any aspect of their child's development or welfare that might be relevant to the school. It is the policy of Rahara National School to request an up-to-date Psychological Report and / or Medical Report etc. for a child with identified special needs who is seeking a place in this school. The purpose of such reports is to assist the school in establishing the educational needs of the child relevant to his / her disability or special needs and to profile the support services required. The school will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources. Special education teaching and other resources are allocated in accordance with DES Circular 13/2017 and Guidelines for Primary School – Supporting Pupils with Special Education Needs in Mainstream Schools. Where further resources are required the school may apply (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES)

REFUSAL TO ENROL IN EXCEPTIONAL CIRCUMSTANCES: The Board of Management reserves the right to refuse enrolment in exceptional circumstances where (i) a child has special educational needs such that, even with additional resources available from DES/NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education, (ii) in the opinion of the Board of Management a child poses an unacceptable risk to other pupils, school staff and/or school property.

APPEALS PROCEDURE: Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed, in writing, to the Chairperson of the BoM, stating the grounds for appeal, and lodged within ten days of receiving the refusal to enrol. Parents, who are dissatisfied with the result of an appeal to the BOM, may further appeal to the Dept. of Education and Skills under Section 29 of the Education Act on the official form provided by the Dept. The appeal must be lodged within 42 days of the receipt of the refusal from the school to enrol their child.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Rahara National School does not normally enrol pupils seeking transfer from other primary schools during the school year except in exceptional circumstances i.e. where a family relocates into Rahara Parish and it is not practicable to attend previous school. Parents wishing to enrol a child into classes (Junior Infants – Sixth Class) or parents of children seeking to transfer to Rahara National School from other schools are enrolled subject to the Rules Governing National Schools, as well as the current Rahara National School Enrolment Policy. Pupils may apply to transfer to the school, in accordance with the school enrolment procedures and subject to the availability of places in particular classes. It is advised that parents who seek enrolment for child/ren or who seek to transfer a child/children from another primary school within the State should apply to Rahara National School in advance of the commencement of the school year. In such cases applications for enrolment are accepted from mid-January (after Junior Infant Enrolment) to 1st June preceding the start of the new school year to allow for the processing of the application.

Applications for enrolment into classes from Junior Infants to Sixth are accepted from the following categories of applicants:

- Rahara National School pupils returning from approved specialised education placements (i.e. Reading / Language Unit) in another mainstream school are re-enrolled upon application.
- Pupils seeking enrolment from outside the State or seeking to transfer from another primary school within the State will be enrolled subject to availability of places at the class level and subject to verification of documentation etc.
- Pupils seeking enrolment or re-enrolment following placement in a special school or other non-mainstream educational setting will be enrolled subject to the availability of places and subject to an accompanying report from professional services involved with the child demonstrating that the child can meaningfully integrate into and benefit from a mainstream education setting. In such cases and as deemed necessary Rahara National School will seek to have the educational supports i.e. SNA/ Assistive Technology in place in advance of the enrolment of the child. In cases where there are more applications for enrolment for specific classes (Junior Infants – 6th Class) than places available the enrolment criteria in Section A of this policy (minus the birth date stipulations) will be applied.

FOR APPLICANTS FOR JUNIOR INFANTS – 6TH CLASS:

Application forms for Enrolment must be accompanied by the following documentation:

1. PPSN for your child – requirement for Department of Education & Skills Pupil Database
It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when enrolled
2. An original Birth Certificate for your child
3. Two Acceptable Forms of Documentation as proof of present address (see categories & list of acceptable documents p 4)
4. School Report/s from the previous school & other relevant reports i.e. medical /psychological/speech & language reports

IMPORTANT NOTE: Proof of residence will be verified in order to determine eligibility for enrolment. Incorrect information submitted in relation to any aspect of the enrolment application form invalidates the application. The BOM reserves the right to withdraw an offer of enrolment or cancel a placement based on false or misleading information furnished in the enrolment application. The completion of an application form or placement

on a waiting list does not confer a right to a place in the school. Places are allocated according to the enrolment criteria outlined

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS SEEKING TO ENROL IN RAHARA NATIONAL SCHOOL (Junior Infants – 6th Class)

In order to fully provide for the educational needs of pupils parents should inform the school if their child has identified special educational needs or if there are concerns about any aspect of their child's development or welfare that might be relevant to the school. It is the policy of Rahara National School to request an up-to-date Psychological Report and / or Medical Report etc. for a child with identified special needs who is seeking a place in this school. The purpose of such reports is to assist the school in establishing the educational needs of the child relevant to his / her disability or special needs and to profile the support services required. The school will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the DES and guidelines in relation to the deployment of these resources. Special education teaching and other resources are allocated in accordance with DES Circular 13/2017 and Guidelines for Primary School – Supporting Pupils with Special Education Needs in Mainstream Schools. Where further resources are required the school may apply (with the consent of parents) to the National Council for Special Education (NCSE) and/or Department of Education and Skills (DES)

REFUSAL TO ENROL IN EXCEPTIONAL CIRCUMSTANCES: The Board of Management reserves the right to refuse enrolment in exceptional circumstances where (i) a child has special educational needs such that, even with additional resources available from DES/NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education, (ii) in the opinion of the Board of Management a child poses an unacceptable risk to other pupils, school staff and/or school property.

APPEALS PROCEDURE: Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed, in writing, to the Chairperson of the BoM, stating the grounds for appeal, and lodged within ten days of receiving the refusal to enrol. Parents, who are dissatisfied with the result of an appeal to the BOM, may further appeal to the Dept. of Education and Skills under Section 29 of the Education Act on the official form provided by the Dept. The appeal must be lodged within 42 days of the receipt of the refusal from the school to enrol their child.

16. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of (name of school) or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

Withdrawal From Religious Education Classes

Rahara National School respects and acknowledges the rights of parents/guardians who require their son/daughter to be excluded from religious education. The manner in which such an 'opt out' is facilitated is related to available resources within the school and complies with the school's policies on curriculum, supervision and child safeguarding.

Two options that the school provides for students when a request for 'opt out' from religious education is made include:

- Staying within the classroom following an educationally appropriate activity, e.g. reading a novel.
- Parents have the option to take child out of school during Religion Class.

The Procedure in Place to Facilitate a Request For Withdrawal From Religious Education Is As Follows;

A written notification from the parents/guardians to the principal.

Parents/Guardians meet with the principal.

The principal answers specific questions parents/guardians may have on the content of the programme and explains the two options the school can provide for children when a request for 'opt out' from religious education is made.

Meeting with the Principal enables parents/guardians to make an informed decision in regards to withdrawal for religious education

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.