

Enrolment Policy

St. Gabriel's School



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Enrolment Policy

ST. GABRIEL'S SCHOOL

SECTION 1: GENERAL INFORMATION

Introduction

This enrolment policy is 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, Mary O Donovan, *St. Gabriel's School, Crabtree House, Springfield Drive, Dooradoyle, Limerick*, and the Principal Teacher, *Derek Cox, at 061 302733*, will be happy to clarify any further matters arising from the policy.

St. Gabriel's School operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Science (DES) Circulars.

School Name:	St. Gabriel's School
School Roll Number:	19603L
School Address:	Crabtree House, Springfield Drive, Dooradoyle, Limerick
Telephone No.:	061 - 302733
Denominational Character:	Multi-denominational
Name of Patron:	St. Gabriel's School and Centre Ltd.
Total No. of Teachers:	11 full time teachers and 2 part time teachers
Range of Classes Taught:	Primary and Secondary
Gender Orientation of School:	<i>Mixed</i>
Category of Special School:	Primary Complex Physical Disability + - complex medical needs.

The school depends on the grants and teacher resources provided by the Department of Education and Skills for children with a Primary Complex Physical Disability + - complex medical needs and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

Pupils who are enrolled at St Gabriel's school, may receive Health Related Supports from the Tree House School Age Team through the St Gabriel's Centre in partnership with the HSE. A Complex Disability is when a child's ability to function across multiple environments is significantly impaired.

The school follows the curricular programmes prescribed by the Department of Education and Skills, 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, specifically with reference to the enrolment of children with a Primary Complex Physical Disability + - complex medical needs.
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.
- St Gabriel's school provides a primary and secondary level curriculum to students with a Primary Complex Physical Disability + - complex medical needs.

SECTION 2: ENROLMENT PROCEDURES

Application Procedure

The Board of Management will accept applications for enrolment through the following process:

- 1 Parents/Guardians who wish to apply for application for enrolment must contact the school secretary on 061 302733 to obtain an Enrolment Application Form and a copy of the Enrollment Policy. Parents may request a school visit prior to the application form being submitted in order to view the school facilities.
- 2 An Application for Enrolment Form and copies of professional reports relevant to the primary complex physical disability and/or complex medical needs of the child must be sent to the Principal. On receipt of all documentation requested in the Application for Enrolment Form, the Admissions Committee on behalf of the Board of Management will consider the application for enrolment.
- 3 The closing date for receipt of an Application for Enrolment Form is the last Friday in January preceding the start of the next academic year.
- 4 The Board of Management will have responsibility for deciding on enrolments.
- 5 Parents/Guardians will receive a written response to their application for enrollment within 21 days.
- 6 Applications for enrolment received after the official closing date for receipt of applications, will be dealt with on a case by case basis using the process above.

The completion of an Application for Enrolment form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

Provision of Key Information by Parents/Guardians

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to Parents/Guardians of successful applicants. The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enroll.

The address at which the applicant resides will be the address used by the school for all correspondence regarding enrolment.

Decision Making

The Board of Management in accordance with School Enrolment Policy makes decisions in relation to applications for enrolment. The Board will notify parents of their decision within 21 days after the closing date for applications. Only completed Applications Forms with all relevant reports will be considered for enrollment.

The Board will have regard for 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, safety and welfare of children.

The Board is bound by the Department of Education and Science's *Rules for National Schools* which provides 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. Children applying to enroll in St. Gabriel's School must have reached the age of 4 years by March 31st of the year they will commence school.

In the event that applications for enrolment exceed the number of places available the following decision making process will apply to children starting at reception level.

Reception Class Entry:

1. *Priority will be given to the eldest of the applicants who fulfil the admissions criteria*
2. *Applicants with siblings currently enrolled in the school who fulfil the admissions criteria*
3. *Random selection (independently verified)*

Should a place become available, applications for enrolment in classes other than the reception class will be dealt with in the following way.

Applications for entry to all other classes:

- 1. Available places in the appropriate class, taking into consideration the pupil teacher ratio for St. Gabriel's School, which ranges from 6:1 – 10:1 depending on the individual pupil profile.*
- 2. Size and available space in the appropriate class*
- 3. Educational, care and health related needs of the applicant and pupils in the appropriate class*
- 4. The Health and Safety of both the applicant and pupils in the appropriate class*
- 5. If there is more than one Application for Enrolment in the same class, priority will be given to siblings of pupils enrolled in the school*

Where applications exceed available places random selection will apply taking into account points 1-5 above.

Code of Behaviour

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

SECTION 3: APPEALS

The Board of Management of St. Gabriel's School in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science. It should be noted that such an appeal must be lodged within 42 days of the school's refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Science website at www.education.ie

SECTION 4: EXCEPTIONAL CASES

The Board of Management of St. Gabriel's 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 Science, 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 other students, to school staff or to school property.

SECTION 5: POLICY APPROVAL/RATIFICATION

The contents of this policy have been approved by St. Gabriel's School and Centre Executive Committee.

The policy was ratified by the Board of Management of St. Gabriel's School. Date: 14/10/21

Signed: _____ Chairperson, Board of Management

October 2021

APPENDIX (1)

Application for Enrolment Form

**St. Gabriel's School
Enrolment Year 2022 - 2023**

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Name and class of Sibling(s) currently enrolled: _____

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

PLEASE ATTACH YOUR CHILD'S **BIRTH CERTIFICATE**

PLEASE ALSO ATTACH IF AVAILABLE -

RELEVANT PROFESSIONAL REPORTS (S&L Therapy, Physio Therapy, Occupational Therapy) Medical Reports, Nursing, Social Work and Psychological Report.

Please note: You must have recommendation for a special school place from a relevant professional.

Signature 1: _____

Signature 2: _____

Date: _____

Date: _____

Completed enrolment applications must be returned to **Principal, St. Gabriel's School Crabtree House, Springfield Drive, Dooradoyle, Limerick. By no later than: 5pm FRIDAY 28th JANUARY 2021**