

St. Agnes' Primary depends on grant funding and the resources provided by the Department of Education and Skills. It operates within the regulations and guidelines of the Department.

St. Agnes' Primary School follows the curricular programmes stipulated by the Department of Education and Skills which may be subject to amendment.

The school supports the principles of inclusivity, equality of access and participation in the school. Our Catholic ethos also embraces and respects the diversity of the values, beliefs, traditions and languages of all cultures and religions in society today.

Opening Hours:

Senior School Children: 8.50 – 2.30 p.m.

Junior School children: 8.50 – 1.30 p.m.

Early Start Children: 8.50 – 11.20 a.m. and 12.00 – 2.30 p.m.

Procedures

1. Application Procedures: Fill out attached form and attend the specified Parent Meetings
2. Provision of Key Information by Parents (forms)
 - Pupil's name, age and address
 - Name and addresses of pupil's parents/guardians
 - Contact phone numbers and email addresses
 - Contact telephone numbers in case of emergency
 - Details of any medical conditions
 - Religion
 - Previous schools attended, if any, and reason for transfer if applicable.

Decision Making

- The Board of Management of the school in accordance with school policy makes decisions in relation to applications for enrolment.
- The Board of Management, as a general principle, and in so far as is practical, accept that children will be enrolled on application provided there is a space available.
- The Board is bound by the Department of Education & Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years 2 months upwards.

Decision Making Criteria

- Ages of children
- Catholic children within the Parish boundaries
- Siblings already enrolled in school
- All children who live within parish boundaries if there are vacancies after group 1 and 2
- Catholic children who live outside the parish with no catholic school in their parish if group 1-3 are allocated.
- The final date for Junior Infant enrolment admission is 30th September unless it is an agreed transfer situation.

Admission Date

It is the policy of the Board of Management that final date of enrolment of Junior Infants is the 30th September of any given school year. Provided that accepted

procedures are being followed in relation to a child being transferred from another school to accommodate, provided there is a vacancy in that class.

Enrolment of Children with Special Needs

In relation to applications for the enrolment of children with special needs it is open to the BOM to request a copy of the child’s medical and or psychological report or where such a report is not available, to 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 could meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Department of Education & Skills, to provide the resources required to meet the needs of the child as outlined in the psychological 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.

The school will meet with the parents of the child to discuss the child’s needs and the school’s suitability or capability in meeting those needs. If necessary, a full case conference involving all parties should be held, which may include parents, Principal, class teacher, resource teacher for special needs or psychologist as appropriate.

It may be necessary for the Board of Management to decide to defer enrolment of a particular child, pending:

- The receipt of an assessment and/or
- The provision of appropriate resources by the Department of Education & Skills to meet the needs specified in the Psychological and/or medical report.

Pupils Transferring

The Board of Management should specify that 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 & Skills.

The Education Welfare Act (2000) contains some specific new provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child’s educational progress, should be communicated between schools. The Act implemented over the period 2000 – 2002.

Code of Behaviour

The school’s behaviour code is attached to the school enrolment policy.

Approved by Board of Management: _____

Signed: _____
Principal

Signed: _____
Chairperson

Date: _____