

GENERAL INFORMATION

The Board of Management has developed this Admissions and Enrolment Policy document to assist parents/guardians in all enrolment matters in accordance with the provisions of the Education Act (1998).

The Bray School Project is a multi-denominational, co-educational, democratic, child-centred national school. The school values and supports the principles of inclusiveness, equality of access and participation in the school and parental choice. Children of all social, cultural and religious backgrounds are equally respected.

The school opened in temporary premises in September 1981 and moved to its present nine-classroom premises ten year later in 1991. The school was set up by parents and would not exist without parental involvement. Parents are encouraged to meet other parents, share the responsibility of raising funds and share the many personal benefits of being involved in their child's education. There are many ways of getting involved whether on committees or teaching an extra curricular activity (ECA), helping in the classroom, etc. A wide range of ECAs are provided by the parents in the school.

Currently there are 12 teachers (1 principal and 11 teachers), a shared learning support teacher and 3 special needs assistants in the school who are paid by the Department of Education and Science. BSP depends on grants and other resources provided by the Department and operates within the regulations laid down, from time to time, by it. The policy of the school, therefore, must have regard to resources and funding available. The school follows the curricular programmes prescribed by the Department, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

FOR OFFICE USE ONLY

Reference number _____

Date of receipt _____

Entered onto P.E.L. _____

Acknowledgement sent _____

Siblings in School _____

Siblings on P.E.L. _____

The usual method of keeping parents abreast of the happenings in the school is by means of notes sent home in the children's schoolbags.

Cost of Education – The cost of heating, cleaning, lighting and running the school to the high standard that the children deserve is approximately €75,000 per annum. We receive about half of this from the department, the remainder we receive through voluntary donations, fundraising and other social, cultural and musical events. **We rely heavily on our parents for supporting these events.**

Code of Behaviour – Children enrolled in Bray School Project are required to co-operate with the support the Code of Behaviour and ethos of the school as well as all other policies on curriculum, organization and management.

Religious Education Curriculum – The school has developed its Religious Education Curriculum to support the ethos and core values of the school and it is taught to all students. A copy of this document is sent to parents each September and can be viewed at the office at any time. The Religious Education Curriculum provides a positive stimulus for closer understanding of many traditions. It aims to foster in children those aspects of personal, social, moral and spiritual development which facilitate the growth of self-understanding and knowledge, as well as an understanding of life within the pluralist society in which they live.

Denominational Instruction – The Board of Management provides facilities for denominational instruction – theistic and non-theistic – to take place outside school hours, within the school building, for any group of parents that requests it. Organisation and cost of specific instruction remains the responsibility of the parents.

PRE-ENROLMENT APPLICATION FORM

Please complete in block capitals and return the form to the school together with a **stamped addressed envelope** for an acknowledgement of receipt of same.

Name of child: _____ **sex:** male/female

Date of Birth (DD/MM/YY): _____

Address: _____

Family Contact Nos. Telephone: _____ Mobile: _____
Fax: _____ E-mail: _____

If child is fostered or adopted please give placement date: _____

If child is already attending school please give current school and class

Please give details of any special needs your child may have (see section 3 of Admissions and Enrolment Policy):

Does your child have a sibling(s) already attending Bray School Project? YES/NO
Does your child have a sibling(s) on the Pre-enrolment List? YES/NO
Give name and date of birth of sibling(s) (DD/MM/YY)

Name of Parent(s)/Guardian(s): _____

Address (if different from above): _____

Signature(s): _____

PLEASE NOTIFY SCHOOL OF ANY CHANGES IN ABOVE INFORMATION

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

- the receipt of an assessment report and/or
- the provision of appropriate resources by the Department of Education and Science to meet the needs specified in the psychological and/or medical report.

4. Supernumerary Places

The Board of Management has an option to offer a maximum of five supernumerary places, in exceptional circumstances, across the school.

The Enrolment Committee appointed by the Patron will consider any exceptional applications.

Supernumerary places shall always be allocated with the best interests of the school and of the existing pupils in mind. All supernumerary places need not be allocated.

5. Change of Address

It is essential that you notify us in writing of any change of address, together with the names of all children on the Pre-enrolment List with their date of birth. Correspondence will continue to be sent to the address on our records unless you notify us of the change.

Democratic Process in Bray School Project:

- **Executive Committee** - The Bray School Project Association is the Patron of the school and every year an Annual General Meeting is held and an Executive Committee is elected by the members to carry out its duties. It safeguards the ethos of the school. It owns the school premises and is responsible for the upkeep of the building and grounds.
- **Board of Management** - comprises two representatives of the Executive Committee, two parent representatives, two teacher representatives (the principal and an elected teacher) and two members of the wider community. It is responsible for the day-to-day running and the direct governance of the school.
- **Parent Teacher Association** - was set up to foster a sense of community between parents and teachers and elects two parents, one male and one female, to the Board of Management.
- **Pupils' Council** - pupils from 3rd, 4th, 5th and 6th classes elect a council annually. The council brings to the attention of the teaching staff, Board of management, PTA or Executive any issues concerning the pupils in the school.
- **Trustees** - the school's three trustees are appointed under the deed of trust of the BSPA. They are vested with the school building in partnership with the DES. They also have a financial regulatory function in the countersigning of cheques.

Bray School Project Association (BSPA) was set up to secure premises and maintain a National School which is multi-denominational, co-educational, democratic and child centred. If you support the aims of the BSPA and wish to help achieve them you are encouraged to become a member of the Association. Please request a separate membership form and return it with your pre-enrolment application. This membership is renewed yearly for a small charge and entitles the member to attend the Executive Committee AGM as a voting member.

ADMISSIONS AND ENROLMENT POLICY

1. Pre-Enrolment List

The offer of a place in the school is determined by your child's place on the Pre-enrolment List. Therefore all parents are advised to put their children's names on the list as soon as possible after the child is born (or placed in your care if adopted or fostered) and to add all new arrivals. In exceptional circumstances a child may be allocated a supernumerary place as defined in Section 4 below.

Preference is given to siblings and step-siblings of children already attending the school provided that they have been on the list for at least two years. Children who are placed in your care for fostering or adoption should be enrolled immediately upon your receipt of adoption or fostering papers. For children who are adopted or fostered the interval of time between their date of placement and date of application is calculated and is applied to their birth date. They are placed on the list as if they had applied on this earlier date. The Enrolment Officer, together with the Enrolment Committee, administers the Pre-enrolment List.

1. (i) Pre-Enrolment – Non-Sibling

Procedure: A place in the school is offered on a first-come first-served basis. Your child becomes eligible for entry to the school on 1st September following his/her 4th birthday. In the year prior to entry an offer of a place is sent to each child on the list in order of date of application. The offer of a place allows three options:

- (a) to confirm that you will accept a place in the following September;
- (b) to have your child's name held on the Pre-enrolment List although you will not be seeking a place the following September;
- (c) to have your child's name removed from the Pre-enrolment List

In relation to (b) a child's name is held on the Pre-enrolment List according to the date of application and an offer will be made the following year if one is available.

In relation to (c) where a child's name has been removed from the list and parents later change their mind they must re-apply to have their child's name put on the list and the date they re-apply now determines priority on the list.

Parents deciding not to take up a place are asked to notify BSP immediately so that place can be offered to the next person on the list. An Open Day for parents of new pupils will be held during the school term prior to the child's entry.

1. (ii) Pre-Enrolment - Sibling

Procedure: As above. Siblings of children in the school (and step-siblings resident at the same address) will be given preference if enrolled at least two years before the planned date of entry.

2. Children already attending another Primary School

Procedure: The above information also applies but you should also complete the section of the application form for children already attending school. Your child's name will be placed on a waiting list for the appropriate class. If a place does not become available you will be given an option to hold for the following years.

3. Children with Special Needs

Procedure: Should it be or become apparent that a child has special educational and/or health needs, it is the responsibility of the parent to discuss this with the school principal to ensure that the appropriate support services can 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.