

Holy Family N.S. Tubbercurry, Co. Sligo



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Enrolment during the Current Global Pandemic

Introduction

The BOM of Holy Family NS prepared this addendum to our Admissions Policy due to the current health crisis facing our world.

Rationale

The BOM decided to undertake this piece of work to outline procedures for enrolment for parents/guardians wishing to enrol children during this Global Pandemic. Based on our location within the town of Tubbercurry we can have large numbers of families requesting enrolment during the school year. The health and safety of the staff and pupils in Holy Family NS is paramount. The BOM endeavour to enable social distancing in keeping with Department of Health Guidelines.

Admission of Students

- The enrolment of children to Junior Infants for the school year 2020 – 2021 will proceed as normal. Parents/Guardians should request an application form for admission from the school office. Junior Infants must have reached their 4th birthday by 30th September 2020.
- Enrolment of children to all classes will be in keeping with the DES Guidelines on maximum class size which is 26.
- Parents/Guardians seeking to enrol children in classes other than Junior Infants should seek an application form from the school office.
- Enrolment forms should be accompanied by the child's birth certificate.
- Application for enrolment should be made by the parent or legal guardian of the child. Legal guardians should present the school with legal papers showing they have the right to request enrolment of the child.
- Parents wishing to enrol children in classes other than Junior Infants should attach a copy of the child's school report with the application for admission. Any educational reports relevant to the child's education should also be provided. The BOM is unable to apply for extra resources, to meet a child's needs, without these reports.
- Parents/guardians will have to read and sign the school's Code of Behaviour for admission to the school. Signing of the Code of Behaviour will mean they have to make all reasonable efforts to ensure compliance with the Code of Behaviour.
- Two documents from the last 3 months showing proof of address should be attached e.g. bank statement, utility bill etc.

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- In the case of oversubscription a waiting list will apply.

Considerations for Admission

- A confirmation email will be sent following receipt of the applications will be sent to the parents/guardians. This will also outline if items are missing from the application.
- Members from the BOM will meet to consider application.
- The decision making process will take in to account class size, available space in the classroom due to social distancing, permanent residency in Tubbercurry, false or misleading information in the application, refusal to sign and comply with the school's Code of Behaviour.
- The BOM will contact the Parent/Guardian with a decision.

Oversubscription

In the event that there are more applications than school places available a waiting list will apply. The waiting list will remain in place for the school year in which admission is being sought.

Placement on the waiting list of Holy Family NS is in the order of priority assigned by the student's completed application form.

Places will be offered when spaces arise in the relevant class only and when social distancing can be maintained.

The BOM retains the right to review this policy in keeping with guidance from the Department of Education and the Department of Health.