



Bush Post Primary School **Policy on Student Enrolment and Participation**

Introduction

This policy has been drawn up in accordance with guidelines issued by the Department of Education and Skills. It is based on the set of beliefs, values and philosophy as registered in our Mission Statement.

“We acknowledge the uniqueness of students in our care: each with individual needs potentialities. The realisation of each student’s potential is our mission.

We recognise the importance of self-esteem. It is our mission to engender, foster and protect a positive self-image for each person in our care.

Our mission is to create an effective educational environment, where our School community will thrive. This environment, managed with fairness and fairness, will allow each person in our care to develop personally, educationally, socially and spiritually.

Our School Motto – ‘Ar Thriail na Tuiscine’ – translates ‘In Search of Understanding’.
Our main mission is to conduct that search towards excellence in every area of School life.”

School Ethos

1. We believe in the value of good order so that each day’s work is carefully planned both by the individual workers and school administration, with the result that the whole school community goes quietly and confidently about its daily business in a well organised manner.
2. We aspire to a quality of care which will leave no child neglected and every child nurtured.

3. Our curriculum is carefully thought out from first year to final year. It is designed to stretch individuals to the limits of their potentials.
4. We aim at the full development and enhancement of all students' self-confidence and general life skills and attitudes, enabling them to lead lives that are satisfying to them and socially productive.

Operating Context

The Board of Management of Bush Post Primary School supports the underlying principles of the Education Act in the context and parameters of the Department of Education and Skills regulations and programmes. The Board's role is that of corporate responsibility as set out in the Education Act. The Board of Management operates in the context of the funding and resources available to Bush Post Primary School.

Bush Post Primary School supports the principles of inclusiveness and accommodates students of all nationalities. It operates on the basis of equality of access and participation in school. Our school respects parental choice in relation to enrolments and has respect for diversity of traditions, values, beliefs, languages and the ways of life in society.

School Resources

The financial and teaching resources of the school are provided by a combination of Education and Training Board funding, voluntary contributions, fundraising, Department of Education and Skills grants and teacher allocations. The school operates within the regulations laid down by the Department of Education and Skills. Implementation of the School Plan and policy must have due regard to the resources and funding available. The school follows the curricular programmes proscribed 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, the Education (Welfare) Act 2000, the Teaching Council Act 2001 and the Education for Persons with Special Needs Act 2004.

School Details

Bush Post Primary is a co-educational, non-denomination, second level school under the ownership of the Department of Education and Skill. The school is administered as a learning centre by Louth/Meath Education Training Board.

Enrolment to Transition Year or Leaving Certificate Applied can only take place at the beginning of the school year following a selection interview.

Teaching Resources and Curriculum

Programmes Offered

Programmes: Leaving Certificate, Leaving Certificate Links Programme
Leaving Certificate Applied (See Appendix 3)
Transitions Year (See Appendix 4)
Junior Certificate, Junior Certificate Schools Programme (See below)

Junior School Subjects

Core Subjects: Irish, English, Maths, Science, Information Technology, Religion, CSPE, SPHE and Physical Education

Subjects offered: History, French, Art, Geography, Music, Spanish, Technical Graphics, Material Technologies Wood, Material Technologies Metal, Home Economics, Business Studies.

Senior School Subjects

Core Subjects: Irish, English and Maths

Subjects Offered: French, Art, Geography, Music, Technical Graphics, Engineering, Construction Studies, Home Economics, Agricultural Science, Biology, Physics, Chemistry, Business Studies, Religion, LCVP Links

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including a minimum number of students to justify the offering of a particular subject.

Special Needs Programmes and Teachers

The Special Needs Team provides support for students with special educational needs. Bush Post Primary also offers the JCSP Programme in the Junior School and the LCA Programme in the Senior School.

Admission Policy

Bush Post Primary Admissions Policy was drawn up in accordance with the Department of Education and Skills guidelines and forms part of the 'Enrolment and Participation Policy', which is available to all parents from the School Secretary.

Application Procedures

1. All Primary Schools in the catchment area are visited by school personnel early in the school year.
2. Application forms for admission are distributed together with the school Prospectus to all fifth and sixth class pupils in the catchments area.
3. All local Primary Schools in the area are informed by letter about specific dates for Open Evenings and Assessment days. The Open Night is also advertised on the school website.
4. Following receipt of the application forms, all applicants are contacted by the school authorities by post acknowledging the receipt of the application.
5. The final date for the receipt of completed Application Forms is the 1st of February on the year of entrance for all incoming First Year students. The Assessment Tests take place in March of each year.
6. If a student is placed on a waiting list this is no guarantee of admission to Bush Post Primary School. The waiting list is generated on the basis of the date the application is submitted.

Admission Criteria

1. Admission to and participation in Bush Post Primary School is, in the first instance, subject to a place being available and the school can cater for the needs of the student.
2. First year students must be twelve years of by January 1st following admission and must have completed Sixth Class in primary school.
3. These criteria fulfil the provisions of the *Equal Status Act 2000* Section 7 (3) (c)
4. Decisions made in relation to admissions are made by the Board of Management in accordance with School Policy. Decisions must be notified to parents within 21 days of receiving information as prescribed by the Minister under the Act. Parents and/or Guardians have the right to appeal the decision of the Board of Management. An application for enrolment in Bush Post Primary School may be refused where it is considered that enrolment would:
 - a) be seriously detrimental to the continuity of the education of the pupil in question
 - or**
 - b) be likely to be seriously detrimental to order and discipline in the school
 - or**
 - c) be likely to be seriously detrimental to the well-being of other pupils attending the school
 - or**

- d) be inappropriate because the school is considered to be inadequately equipped with the resources necessary to provide a suitable education in a particular case
- 5. An application for enrolment may also be refused if a parent or student refuses to recognise the terms of the school's Code of Conduct and refuses to sign the Parent/School contract. (See Appendix 1)**

Enrolment Procedure

1. All First Year students must sit the prescribed Assessment Test. The 1st of February is the final date for acceptance of completed applications forms. The date will be advertised on the school website.
2. Parents and/or Guardians are asked to submit a copy of any medical/psychological reports for children with special educational needs and the individual educational report if available.

Special Needs Education

1. The Board of Management welcomes students with special educational needs except in exceptional circumstances when the school does not have the resources necessary to meet the needs of the child.
2. To take steps at an early stage in identifying children with special needs the school would ask parents/guardians for a copy of the child's medical/psychological report and the individual educational report if available.
3. If further resources are required the Department of Education and Skills will be requested to provide the resources for Learning Support.

Admission to JCSP Programme

A student is assigned a place in the JCSP programme after the following assessment process has been completed:

- Consultation with the pupil's primary school Principal
- Consultation with the primary school Learning Support Team
- Evaluation of Bush Post Primary Assessment Tests for incoming First Years
- Consultation with the parents of the child

The JCSP class is limited to 16 students.

Due to the restricted numbers in the Junior Certificate Schools Programme class selection is made through negotiations with the primary school principals.

Transition Year and Leaving Certificate Applied

Enrolment to Transition Year or Leaving Certificate Applied can only take place following a selection interview which usually takes place towards the end of the academic year.

Exceptional Circumstances – Right to Appeal

Under Section 29 of the Education Act 1998, parents and/or guardians have the right to appeal a decision by the Board of Management to refuse admission to Bush Post Primary School. The appeal is made to Louth/Meath Education Training Board.

Application to Transfer to Bush Post Primary School

Transfer Procedure

1. The student applying to transfer to Bush Post Primary School must complete the Transfer Application Form for the following academic year.
2. A parent/guardian applying to transfer their child from another second level school to Bush Post Primary School will be furnished with a School Admission Policy, Code of Discipline, School Prospectus and a School Transfer Form.
3. Students applying for a place in the school other than first years must complete fully the Transfer Application Form and supply their most recent school report with a written reference from the Principal of the previous school. This should include attendance record, educational progress, disabilities and special needs etc. in accordance with the Education Welfare Act 2000 Section 20.
4. The student and their parents/guardians make an appointment to meet with the Principal.
5. Enrolment to Transition Year or Leaving Certificate Applied can only take place at the beginning of the school year. Selection interviews take place in May of each year before entry in September to either Transition Year or Leaving Certificate Applied.

Transfer Criteria

1. The Board of Management of Bush Post Primary School reserves the right to refuse an application for admission. (Cf Section 29 Education Act 1998 and Circular M48/01).
2. The proposed transfer may only take place if there is available space in the year group.
3. The school welcomes pupils at any stage in their Secondary Education provided such admission occurs at the beginning of the School Year. This is designed to minimise disruption of the existing class group and to facilitate the student's smooth transition.
4. All parties must be convinced that the proposed transfer serves the best interests of the student.
5. The availability of a place in the relevant subject choice classes may also be a consideration.
6. Enrolment to Transition Year or Leaving Certificate Applied can only take place at the beginning of the school year following a selection interview the preceding May.