**Enrolment Policy** En School

Bunscoil na mBráithre Críostaí is a member of the Ennis Parish Primary Catholic Schools Agreed Application System. The Agreed Application System is the process by which 1st level entry (2nd class in Holy Family Senior School, Junior Infants in all other schools) to any of the participating schools will be managed. The underpinning principles of the system are; inclusivity, equality and respect for diversity.

**Vision Statement**

The School

Bunscoil na mBráithre Críostaí is a Catholic school under the Trusteeship of ERST and the patronage of the Bishop of Killaloe. We wish it to be a place where the focus remains on developing the moral, spiritual, physical, academic, aesthetic, cultural aspects of each individual pupil.

This we envisage occurring in an atmosphere of mutual respect where all members of the school community feel happy and secure working in a spirit of encouragement and enthusiasm while recognising and celebrating diversity and pluralism.

The Staff

We envisage a professional caring staff that is

• Committed to supporting the pupils and all who are engaged in their learning and care

• Co-operative, approachable, diligent, tolerant and motivated.

• Open to new and innovative approaches and ideas

• Supported in their efforts to provide the best possible opportunities to their pupils

• Valued and respected

The Parents

We envisage parents who are:

• Supportive of the school

• Committed to and interested in their children’s learning

• Ambitious for their children and who expect high standards in terms of courtesy, respect, and achievement from all in the school community

• Take their responsibilities seriously

• Consulted and communicated with and who feel that their opinions are valued.

• Co-operative with the school and communicate their needs to the relevant persons

The Board of Management

We envisage a board of management that is:

• Supportive and well informed of the work of the school

• Innovative, open, discrete and confidential, when necessary.

• Appreciative of the needs of staff and partners in education and who actively encourage personal and professional development

• Aware of the resources required by staff in order to ensure effective teaching and learning

The Pupils

We envisage pupils who:

• Feel safe, accepted and happy in our school

• Feel understood and secure in the knowledge that they are recognised as wonderful individuals

• Are ambitious for themselves and their peers

• Are proud to be pupils of Bunscoil na mBráithre Críostaí.

• Have as sense of self and cultural identity.

**General Information**

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 and the principal will be happy to clarify any further

matters arising from the policy. Bunscoil na mBráithre Críostaí 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 Skills (DES) Circulars.

**School Name:** Bunscoil na mBráithre Críostaí

**School Roll Number:** 16677C

**School Address:** New Road, Ennis, Co Clare

**Telephone No.:** 065 6822150

**Denominational Character:** Catholic

**Name of Patron:** Bishop of Killaloe

**Total No. of Teachers:** 32

**Range of Classes Taught:** Junior Infants – Sixth Class

**Gender Orientation of School:** Mixed

The school depends on the grants and teacher resources provided by the Department of Education and Skills 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. 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, particularly with reference to the enrolment of children with a disability or other
* special educational need;
* equality of access and participation in the school;
* parental choice in relation to enrolment; and
* respect for diversity of values, beliefs, traditions, languages and ways of life in society.

**Enrolment Procedures**

**Application Procedure**

* Enrolment applications to this school must be made using a prescribed application form. The Ennis Parish Catholic Primary Schools Agreed Application System has a specific enrolment application form (Appendix 1) a copy of which may be obtained from, all participating primary schools.
* The timeline for the submission of written applications will be notified in the month of January each year both in the Parish newsletters and in the Clare Champion and the Clare People.
* Parent(s)/Guardian(s) who wish to apply to enrol a first level entry pupil are required to complete and return the enrolment application form to Bunscoil na mBráithre Críostaí on or before the closing date for the receipt of enrolment applications.

**Provision of Key Information by Parents/Guardians**

Parent(s)/Guardian(s) are in the first instance required to complete the enrolment application form. As a result of our participation in the Ennis Parish Primary Schools Agreed Application Procedure information from the enrolment application form will be shared with St. Senan’s Education Office (Education Secretariat for the Dioceses of Killaloe). This information will be treated in a confidential manner and will not be shared with any other party or used for any purpose other than that of enrolment

application.

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 on or by the date specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol. The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application 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.

**Decision Making**

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

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 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 enrol in Bunscoil na mBráithre Críostaí must have reached the age of 4 years prior to the first day of the school year they will commence

attendance at Bunscoil na mBráithre Críostaí.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

**1.** Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;

**2**. On an equal basis, children residing in the parish and children of school staff, priority eldest;

**3.** Children and or siblings of past pupils, priority eldest;

**4.** All other applicants, priority eldest.

In the event that mid criterion the number of eligible applicants sharing the same birthday exceeds the number of available places independently verified random selection (of this group) will apply.

In the event that places become available following refusal of an offer of a place, that place will be offered to the next qualifying applicant in accordance with this decision making process.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

* Size and available space in classrooms.
* Educational needs of children of a particular age.
* Multi-grade classes.
* Presence of children with special educational/behavioural needs.
* Health and Safety.

**Enrolment of Children with Special Needs**

On enrolment of children with special needs the Board of Management will request a copy of the child’s medical and/or psychological report or where such a report is not available, will 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 can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/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/guardians of the child and with the SENO to discuss the child’s needs and the school’s suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Science.

**Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child’s educational progress.

Such applications will be considered on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

**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.

**Appeals**

The Board of Management of Bunscoil na mBráithre Críostaí 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 schools 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](http://www.education.ie)

**Exceptional Cases**

The Board of Management of Bunscoil na mBráithre Críostaí 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.

**Implementation Data**

This new policy is effective from All records held from before that date will continue to be maintained in the school.

**Policy Approval/Ratification**

The policy was ratified by the Board of Management of Bunscoil na mBráithre Críostaí on \_\_\_\_\_\_\_\_\_\_\_. It will be reviewed from time to time and amended, if necessary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson, Board of Management

The contents of this policy have been approved by St. Senan’s Education Office, acting on behalf of the Patron.

**APPENDIX (1)**

**Bunscoil na mBráithre Críostaí Enrolment Application Form**

Application for Enrolment, admission commencing in the ***(please tick)*** [ ] 2011/12 [] 2012/13 [ ] 2013/14[ ] 2014/15 [ ] 2015/16 school year.

Pupil’s First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (at which the applicant resides): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and class of Sibling(s) currently enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish in which the applicant resides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & dates of parent/guardian/sibling who previously attended the school: *From To*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

***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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed enrolment applications must be returned to Bunsoil na mBráithre Críostaí, New Road, Ennis, Co. Clare no later than **closing time** on **closing date**.

**APPENDIX (2)**

**Enrolment Registration Form**

BIOGRAPHICAL DETAILS:

First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ` Surname:

Address:

Date of Birth:

Gender:

Nationality:

First Language of the home:

Home Phone Number:

Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s PPS Number:

Class to enrol child in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Religion:

If your child was baptised please state the date and location of baptism?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Irish version of child’s name (if known)

Mother/Guardian’s Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Mother’s Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone No: \_\_\_\_\_

Mother’s Mobile No: \_\_\_\_\_

Father/Guardian's Name: \_\_

Occupation: \_\_

Father’s Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone No: \_\_

Father’s Mobile No: \_\_

With whom does the child normally reside? Both parents/Mother/Father/Other

To whom should correspondence be addressed?

Nominated mobile number for receipt of text messages from the school:

Who should be contacted in the absence of parent(s). e.g. Friend/Relative/Childminder

Name of nominated contact:

Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_

If the child is subject to any legal order under family law, please give details.

\_\_\_\_\_\_\_

EDUCATIONAL DETAILS:

Name of Nursery/Playschool (if any):

If child was previously enrolled in a primary school please give details of name and address of the school and the last class in which the child was enrolled:

MEDICAL DETAILS:

Does your child have any health problems? (if yes, tick as appropriate and provide details below.)

Hearing Sight Kidney Asthma Other Details:

Other Information e.g. special educational learning needs/details of referrals to other agencies/specialists (e.g. speech therapists, psychologists etc.)

Please give details of any physical impairment of which the school should be aware?

Please give details of any allergies of which the school should be aware?

Name of child’s doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ContactNo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consent:

If, in case of an emergency, the school is unable to contact you or your nominated contact person, do you give permission for your child to be taken to hospital?

Declaration:

By registering \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a pupil in Bunscoil na mBráithre Críostaí I/we agree to assist \_\_\_\_\_\_\_\_\_\_\_ to comply with the school rules, policies and procedures.

Parent/Guardian Signature (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Parent/Guardian Signature (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

*Please attach your child’s Birth Certificate to this registration form.*

*If your child was baptised outside of Ennis Parish, please attach a Baptismal*

*Certificate to the form.*

*Birth and Baptismal certificates will be returned to you by return of post.*

School Name, address & contact information

**APPENDIX (3)**

# Code of Behaviour

The school has a central role in the children's social and moral development just as it does in their academic development. In seeking to define acceptable standards of behaviour it is acknowledged that these are goals to be worked towards rather than expectations that are either fulfilled or not.

The children bring to school a wide variety of behaviour. As a community environment, in school we must work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility. It follows that acceptable standards of behaviour are those that reflect these principles.

Children need limits set for them in order to feel secure and develop the skills for co-operation. Therefore any rules will be age appropriate, with clear agreed consequences.

Parents can co-operate with the school by encouraging their children to understand the need for school rules, by visiting the school and by talking to the members of staff.

A code of behaviour is established to ensure that the individuality of each child is accommodated while at the same time acknowledging the right of each child to education in a relatively disruption free environment.

**Aims of the Code**

* To create a positive learning environment that encourages and reinforces good behaviour
* To promote self-esteem and positive relationships
* To encourage consistency of response to both positive and negative behaviour
* To foster a sense of responsibility and self-discipline in pupils and to support good behaviour patterns based on consideration and respect for the rights of others
* To facilitate the education and development of every child
* To foster caring attitudes to one another and to the environment
* To enable teachers to teach without disruption

To ensure that the school's expectations and strategies are widely known and understood through availability of policies and an ethos of open communication

* To encourage the involvement of both home and school in the implementation of this policy

**Responsibility of Adults**

The adults encountered by the children at school have an important responsibility to model high standards of behaviour, both in their dealings with the children and with each other, as their example has an important influence on the children.

As adults we should aim to:

* Create a positive climate with realistic expectations
* Promote, through example, honesty and courtesy
* Provide a caring and effective learning environment
* Encourage relationships based on kindness, respect and understanding of the needs of others
* Ensure fair treatment for all regardless of age, gender, race, ability and disability
* Show appreciation of the efforts and contribution of all
* To discourage physical aggression at all times.

**School Rules**

* Respect for self and others
* Respect for other’s property
* Respect other students and their learning
* Kindness and willingness to help others
* Follow instructions from staff immediately
* Walk quietly in the school building
* Courtesy and good manners
* Readiness to use respectful ways of resolving difficulties and conflict
* Ask permission to leave the classroom
* Do your best in class
* Take responsibility for your own work

These can be summed up as 6 main rules;

* Respect/ Be nice
* Do your best
* Be tidy
* Be Safe
* Walk
* Listen

**Class Rules**

At the beginning of each academic year, the class teacher will draft a list of class rules with the children. These reflect and support the school rules, but are presented in a way that is accessible to the children. Class rules should be kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. They should, where possible emphasise positive behaviour (e.g. ‘Walk’ and not ‘Don’t run’). Rules will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Where difficulties arise, parents will be contacted at an early stage.

**Incentives**

Part of the vision of Bunscoil na mBráithre is to help children achieve their personal best - academically, intellectually and socially. We recognise that there are many different forms of intelligence and that similarly children use a variety of approaches to solve problems. Reward systems which are based on academic merit or particular extrinsic goals continuously apply to only a limited number of children and undermine the individuality of children. All children deserve encouragement to attain their own best. Children will be encouraged, praised and listened to at all times by adults in the school. Praise is earned by the maintenance of good standards as well as by particularly noteworthy personal achievements. Rates of praise for behaviour should be as high as for work.

The following are some samples of how praise might be given;

* A quiet word or gesture to show approval
* A comment in a pupil’s exercise book
* A visit to another member of Staff or to the Principal for commendation
* A word of praise in front of a group or class
* A system of merit marks or stickers
* Delegating some special responsibility or privilege
* A mention to parent, written or verbal communication.

**Unacceptable Behaviour**

Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher. In cases of repeated serious misbehaviour or single instances of gross misbehaviour, parents will be involved at an early stage and invited to meet the teacher and/or the Principal to discuss their child’s behaviour.

Examples of serious misbehaviour:

* Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
* Behaviour that interferes with teaching and learning
* Threats or physical hurt to another person
* Damage to property
* Theft

Examples of gross misbehaviour:

* Assault on a teacher or pupil
* Serious theft
* Serious damage to property

**Sanctions**

The use of sanctions or consequences should be characterised by certain features;

* It must be clear why the sanction is being applied
* The consequence must relate as closely as possible to the behaviour
* It must be made clear what changes in behaviour are required to avoid future sanctions
* Group punishment should be avoided as it breeds resentment
* There should be a clear distinction between minor and major offences
* It should be the behaviour rather than the person that is the focus

The following steps will be taken when the children behave inappropriately. They are listed in order of severity with one being for a minor misbehaviour and ten being for serious or gross misbehaviour. The list is by no means exhaustive. Teachers may put in place alternative measures bearing in mind the features by which sanctions should be characterised. The aim of any sanction is to prevent the behaviour occurring again and if necessary to help the pupils devise strategies for this;

1. Reasoning with pupil
2. Verbal reprimand including advice on how to improve
3. Temporary separation from peers within class and/or temporary removal to another class
4. Prescribing extra work/ writing out the story of what happened
5. Loss of privileges
6. Communication with parents
7. Referral to Principal
8. Principal communicating with parents
9. Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000)

However sanctions should relate as closely as possible to the behaviour.

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health & safety grounds.

**Suspension and Expulsion**

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Communication with parents may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child’s case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

### Removal of Suspension (Reinstatement)

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil’s reinstatement will not constitute a risk to the pupil’s own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

**Children with Special Needs**

All children are required to comply with the code of behaviour. However the school recognises that children with special needs may require assistance in understanding certain rules. Specialised behaviour plans will be put in place in consultation with parents and the class teacher, learning support/ resource teacher, and or Principal will work closely with home to ensure that optimal support is given. Cognitive development will be taken into account at all times. Professional advice from psychological assessments will be invaluable.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

**Methods of Communicating with Parents**

Communicating with parents is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school.

A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.

Parents should be encouraged to talk in confidence to teachers about any significant developments in a child’s life, in the past or present, which may affect the child’s behaviour.

The following methods are to be used at all levels within the school:

* Informal parent/teacher meetings and Formal parent/teacher meetings
* Through children’s homework journal (infants do not have a homework journal-check bags)
* Letters/notes from school to home and from home to school
* School notice board
* Monthly newsletter

This policy was ratified by the B. O. M. on 24.4.2012.