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| St. Joseph’s N.S., Bekan Admission Policy | |  |
| . | Diocese of Tuam | |

# school graphic

# **School Admission Policy**

**Name of School:** St. Joseph’s National School

**Address:** Bekan, Claremorris, Co. Mayo

**Roll Number:** 13659I

**Patron:** Most Reverend Francis Duffy, Archbishop of Tuam

## **Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 25th September 2020. It is published on the school’s website and will be made available in hardcopy, on request, to any person who requests it.

**The relevant dates and timelines for St. Joseph’s National School**

Bekan School admission process are set out in the school’s annual admission notice which is published annually on the school’s website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school’s website and will be made available in hardcopy on request to any person who requests it.

## **Characteristic spirit and general objectives of the school**

St. Joseph’s National School, is a Catholic co-educational primary school with a Catholic ethos. The Archbishop of Tuam is the Patron of this school.

‘Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all’.

*‘The Catholic Preschool & Primary Religious Education Curriculum p15’*

‘Catholic Ethos’ in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

* the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
* a living relationship with God and with other people; and
* a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith,
* and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with s 15 (2) (b) of the Education Act, 1998 the Board of Management of St. Joseph’s National School, shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The ‘ethos’ of St. Joseph’s National School, encompasses collective attitudes, beliefs, core values, traditions, aspirations and goals. These are reflected in the actual practices which are carried out in the school on a daily, weekly and yearly basis. While it is impossible to outline all aspects of the school ‘ethos’, the following characteristics are experienced and promoted as essential elements in the establishment of a supportive and positive ‘ethos.’

* In St. Joseph’s National School, where the ethos is that of a Christian Catholic school, religious instruction, in accordance with the doctrine and tradition of the Catholic Church is part of the education given to children who belong to that Church.
* The pupils are prepared for the reception of the sacraments of First Confession, First Holy Communion and Confirmation, in accordance with arrangements in the diocese.
* Prayer is a feature of the school day.
* The school aims at promoting the full and harmonious development of all aspects of the pupil, including his / her relationship with God, with other people and with the environment.
* The Principal and teaching staff aim at maintaining high professional standards and creating a safe and happy environment.
* A spirit of mutual respect is promoted within the school community. Pupils are drawn by example and teaching to appreciate and respect people of different religious affiliations and of different nationalities.
* Close contact is maintained between school and home. Parents / guardians and teachers support one another and collaborate with one another in leading the children to the fullness of their potential at the different stages.
* The ancillary staff in the school are highly esteemed and respected. It is recognised that their work makes a valued contribution to the process of education.

Mission Statement

* St. Joseph’s National School, is a co-educational, Catholic, primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.
* While St. Joseph’s National School, is a school with a Catholic ethos, it also has due recognition for all other religions.
* St. Joseph’s National School, will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.
* St. Joseph’s National School will encourage the involvement of parents through home/school contacts and through their involvement in Bekan School Parents Association.
* St. Joseph’s National School is a mainstream school. It does not have a Special Class or ASD Class. Pupils with Special Educational Needs (SEN) are catered for by their mainstream class teacher with the support of the Special Education Team'.
* St. Joseph’s National School, will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.
* St. Joseph’s National School, will promote gender equity amongst the teachers and pupils.
* Labhraimid Gaeilge i rith ceachtanna Gaeilge agus go neamhfhoirmiúil.

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## **Admission Statement**

St. Joseph’s National School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. the ground that the student or the applicant in respect of the student concerned has special educational needs
10. St. Joseph’s National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.
11. St. Joseph’s National School will comply with any direction served on the Patron or the Board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

As per section 61 (3) of the Education Act 1998,‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

## **Admission of Students**

St. Joseph’s National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

## **Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice:

**Criteria to be used**:

1. Children who are four years of age before the first day of the academic year who have siblings currently enrolled in the school. (If the applications within categories exceed the number of places available, older children will have precedence.)

**2.** Children who are four years of age before the first day of the academic year and **whose parent is an employee of the school**. (If the applications within categories exceed the number of places available, **older children will have precedence.)**

**3**. Children who are four years of age before the first day of the academic year and who live within the **traditional geographical catchment area of the school**,

**4.** Children who are four years of age before the first day of academic year who live in **the parish of Bekan** (If the applications within categories exceed the number of places available, **older children will have precedence.)**

**5**.Children not in the above named categories and who are four years of age before the first day of the academic school year. (If the applications within categories exceed the number of places available, **older children will have precedence.)**

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

* If the applications within categories exceed the number of places available, **older children will have precedence.**
* If, in the event that one place is available and the next two children are twins; both will be taken.

## **What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

* a student’s prior attendance at a pre-school or pre-school service,
* a student’s academic ability, skills or aptitude;
* the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
* a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
* a student’s connection to the school by virtue of a member of his or her family having previously attended the school in the past(e.g. parent/grandparent having attended the school);
* the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. (In other words, there is no advantage if the enrolment forms are handed in to the school on the first or last day of the specified days for enrolment. However, late applications will affect enrolment if the school is over-subscribed).

## **Decisions on applications**

All decisions on applications for admission to St. Joseph’s National School will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice (where applicable)
* The information provided by the applicant in the school’s official application form received during the period specified in our annual admission notice for receiving applications.

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than junior infants).

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student’s ranking against the selection criteria and details of the student’s place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school’s decision (see section 18 below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Joseph’s National School, you must indicate —

(i) Whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) Whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

(iii) Whether it is your intention to accept the place offered to you by St. Joseph’s National School,

## **Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St. Joseph’s National School, where

1. It is established that information contained in the application is false or misleading.
2. An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
3. The parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
4. An applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

## **Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

(i) An application for admission to the school has been received,

(ii) An offer of admission to the school has been made, or

(iii) An offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) The date on which an application for admission was received by the school;

(ii) The date on which an offer of admission was made by the school;

(iii) The date on which an offer of admission was accepted by an applicant;

(iv) A student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Joseph’s National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Joseph’s National School is in order of priority after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school’s admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

## **Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school’s intake group are as follows:

* Application for enrolment during the school year will be considered subject to school policy, available place and the provision of information concerning the child’s attendance and the child’s educational progress. Such applicants will be dealt with on a case by case basis but will only be considered for the admission on the first day of each term unless the applicant is newly resident in the area.
* A pupil who leaves the school and who is struck off the rolla/POD, and who subsequently wishes to return to the school must reapply to the Board of Management in writing.
* Parents/guardians who request a school place will be given an enrolment policy and an enrolment form. When the enrolment form has been received by the school, the parent/guardian will be informed if there is a place available.

## **Declaration in relation to the non-charging of fees**

The board of St. Joseph’s N.S., Bekan or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

(a) an application for admission of a student to the school, or

(b) the admission or continued enrolment of a student in the school.

## **Arrangements regarding students not attending religious instruction**

The following are the school’s arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school.

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| --- |
| Pupils may be given alternative work to do during the religious instruction time. |

These arrangements will not result in a reduction in the school day of such students: A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

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## **Reviews/appeals**

**Review of decisions by the Board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review, in writing,** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review, in writing,** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

**Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review, in writing,** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review, in writing,** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This policy will be reviewed as necessary in light of experience. This policy was ratified by the school’s Board of Management on 14th February 2022

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

Mr. Gerard O’Gara (Chairperson, Board of Management)

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

Marie McDonagh (Principal)

**Bekan School Enrolment Form 2023-‘24**

**Note: All forms must be completed in full and returned to the school, along with a Birth Certificate.**

Name of Child (in full, as on Birth Certificate)

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

PPSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address at which child resides:

Eir code:

Family **email** **address** for school communication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Birth:

If not born in Ireland, date on which child arrived in Ireland:

Mother’s Nationality: Father’s Nationality:

**\*If you change your mobile number during the school year please inform us immediately as it is vital to keep records up to date in case of an emergency.**

**Father’s Name**:

Work telephone No: Mobile No:

**Mother’s Name:**

Work telephone No: Mobile No:

**Guardian’s Name:**

Work telephone No: Mobile No:

Is the child living with both parents

**Religious denomination:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your child was baptised please state where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of baptism: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (***Please include a copy of Baptismal Cert)***

Did you child attend pre-school: \_\_\_\_\_\_

Name of pre-school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child ever had a psychological assessment?

Has your child ever received a speech and language report?

Please give names, addresses and phone numbers of the people who have permission to collect your child from school. If there is any change in this routine **please inform the school in writing.**

**Person who usually collects child(ren)**

Phone

Phone

Phone

Phone

Parents and legal guardians are entitled to be consulted and informed about their child’s education and are entitled access to their child during school hours. If there is any change in this regard or if there is any other information which you think may be relevant **it is very important that the school is informed immediately.**

**Other relevant information:**

**School Emergencies/Sickness/Unexpected Closures, etc.**

The following information will be used by the school in the event of:

* Your child feeling sick.
* An emergency occurring while the school is in operation, making it necessary to close the school. In such an emergency, it is advisable to ensure the safe return home of pupils.
* An unexpected closure of the school.

**If your child gets sick, or the school has to close unexpectedly, etc** and the school is unable to contact you, please provide the name, telephone number and address of two other people you nominate for us to contact. We will ask this person to come and collect your child/children.

**Person the school will contact:**

1

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

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

Tel/mobile:

**Medical Emergency/Accident**

That in the event of an emergency or accident, a member of staff will use his/her discretion and bring your child to a Doctor/Hospital. Every effort will be made to contact you.

I authorise that at their discretion, a member of staff may bring my child/children to a Doctor/Hospital if an emergency arises.

**Signed (Parent/Guardian) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

List of Children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Family Doctor**

Doctor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_

Do your child/children have any specific medical condition (e.g. asthma, eyesight, hearing etc.) or emotional problems which may affect your child at school?

**It is the responsibility of parent(s)/guardian(s) to notify the school of any food allergies.**

Do your child/children have an allergic reaction to medication or food?

Is there any other relevant information about your child/children which we should know?

**Under GDPR the school is obliged to ensure that consent for the following has been obtained while your child is enrolled in Bekan National School.**

I consent to my child’s participation in the RSE Programme

**Parents Signature:**

I consent to my child’s participation in the Stay Safe Programme

**Parents Signature:**

Screening Tests are carried out in the school on all children from Infants to 6th Class. I allow my child to do these tests.

**Parents Signature:**

During your child’s time in Bekan National School it may be necessary from time-to-time for teachers to carry out diagnostic testing with your child on an individual basis in order to help them in their educational development. I give permission for any necessary diagnostic tests to be carried out with my child.

**Parents Signature:**

I give permission for my child to use/participate in online learning as part of the school’s ‘Blended Learning Programme’.

**Parents Signature:**

I give permission to allow my family details (name, address, date of birth, etc.) to be given to agencies such as HSE (school nurse, doctor, dentist), etc.

**Parents Signature:**

I acknowledge that I have read and accept the School’s General Policy, Code of Behaviour, Anti-Bullying Policy, Substance Use Policy, Internet Use Policy and RSE Policy of Bekan National School all of which are available to download from the school’s website ([www.bekanschool.ie](http://www.bekanschool.ie)) Hard copies are available on request from the school office.

I wish to enrol my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in Bekan School.

I declare the above information to be correct and understand that it will be treated as confidential.

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

***Please ensure that you have included a Birth Certificate and Baptismal Certificate (if your child was baptised) with this form. These documents will be photocopied and returned to you.***

Birth Certificate received: Yes ****No ****

Baptismal Certificate received: Yes ****No **** Not applicable ****

**St. Joseph’s National School,**

**Bekan**



# 

# Re. Child Protection and Welfare

Dear Parents/Guardians

The Department of Education and Science has introduced guidelines and Procedures for all schools in relation to Child Protection and Welfare. These guidelines promote the welfare of all children and are to be welcomed.

The Board of Management of Bekan National School has adopted these guidelines as school policy. Consequently if there is a matter of concern in relation to abuse of children we are obliged to report this to the local HSE Social Work Dept. They will assess the case and provide the necessary advice for the school and support for the child/family concerned.

All of the teaching staff have received training in the implementation of the Children First Guidelines and the Board of Management has appointed a Designated Liaison Person [Principal] and a Deputy Liaison Person [Deputy-Principal] who will have responsibility for liaising with staff and HSE personnel in regard to issues which may arise under the Guidelines. The complete Children First guidelines can be accessed at

<http://www.dcya.gov.ie/documents/child_welfare_protection/ChildrenFirst.pdf>

Yours sincerely,

Marie McDonagh

(Please sign and return the section below to the school)

================================HH00652_=====================

## Child Protection and Welfare Guidelines

I/We have read the letter regarding Child Protection and Welfare. I/We understand and accept its contents as an integral part of the school’s enrolment policy.

Signed: ………………………………………(Parents/ Guardian)

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_