



**Cork University Hospital School, Puffin Ward, C.U.H., Wilton, Cork**

## **Enrolment Policy**

### **Introduction**

The Board of Management of Cork University Hospital School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy. Decisions in relation to applications for enrolment are made by the Board of Management of the school.

### **General School Information**

Name of School:       Cork University Hospital School

Telephone No.         021 4346450

Cork University Hospital School is presently a two-teacher school located on the children's ward [Puffin Ward] in Cork University Hospital.

Dr.Ger O'Callaghan, C.E.O. of Cork University Hospital is the Patron of the school. 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. The school Policy has regard to the resources and funding available.

The school opens at 8.50 a.m. and finishes at 2.30 p.m.

### **Rationale**

Cork University Hospital School is a recognized special school regulated & funded by the Department of Education and Skills (DES) and located in Cork University Hospital. Its function is to provide for an education to students who because of medical needs have been hospitalized or are unable to access their mainstream school.

CUHS Admission records when submitted to the DES, provide the necessary information for staffing levels and allocation of funding.

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

### **Legal Framework**

Section 9 (j) of the Education Act 1998 specifies, that “A recognized school shall ....subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management shall “publish .... the policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

**Vision Statement:**

- To provide age-appropriate education for all our students in a supportive and stimulating environment
- to foster all our students equally and hope that they will leave our school with enhanced self-esteem.
- to develop in the broadest terms our students’ multiple intelligences.

**Mission Statement:**

Our motto is “Come Learn with us”

**Aims:**

- We aim to provide age-appropriate education for all our students in a supportive and stimulating environment.
- We aim to implement all our school policies effectively.
- We aim to ensure the provision of a suitably large classroom at CUH.
- We aim to equip our unit with the most up to date educational software and hardware.
- We aim to equip our school with a full range of current texts and other educational requisites.
- We aim to establish and maintain links with similar institutes (hospital schools) in Ireland and abroad.
- We aim to maintain links with our students’ mainstream schools and with our associate partner schools in our neighbourhood.

1. **Rationale**

As a hospital school, it was considered necessary to formulate an enrolment policy that would serve, to the fullest extent possible, the educational needs of the children who are hospitalised in Cork University Hospital, Wilton, Cork.

2. The school code of discipline is available on display in the schoolroom.

3. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender/ traveller status, asylum-seeker/refugee status, religious/political beliefs & values, family or social circumstances. (see our Inclusion policy). The Enrolment Policy is an efficient and effective system which enables parents/guardians/medical staff to request access for patients to CUHS in order that they may continue education while receiving treatment. This policy allows school staff to prioritise patients who are long-term/recurrent Admission.

### **Relationship to Characteristic Spirit of the School**

The school motto is “Come learn with us!”

Our school seeks to awaken within students a desire to learn. We want to ensure that students do not lose out academically due to a period, (or periods) of hospitalisation. This policy aims to enhance student learning within the hospital school by setting clear criteria for enrolment.

### **Aims**

By the introduction of this policy it is hoped:

- that all interested parties will understand the criteria used in enrolling students in C.U.H.S. and the rationale in selecting the criteria.
- that a clear and transparent system of enrolment is in operation.
- that the needs of the students are served.
- that priority is given to those students who are either long-term or repeat students
- that these guidelines will aid school organisation and management.

### **Roles and Responsibility**

This policy has been developed by the school staff in conjunction with the BOM and other relevant parties and will be implemented by the staff of the school. It will be reviewed periodically to determine if any changes are necessary. Suggestions for changes from all relevant parties will be considered.

### **Responsibility for Review**

The responsibility for review will rest with the Principal and staff in conjunction with the Board of Management.

### **Positive School Attendance Strategy**

There is a very strong tradition of good attendance in Cork University Hospital School. However, the changing social fabric of the nation is altering attitudes to school and we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. Quite simply, children cannot learn if they are not in school. Staff identify prospective pupils from the daily report of patients aged between four years and eighteen years and a list of children who are deemed medically able to attend school is obtained from the medical staff. Each child is encouraged to come and fully participate in school.

The following strategies have been put in place to help foster an appreciation of learning and good attendance:

- Rewards in accordance with the Code of Behaviour.
- Identification of students who are at risk of developing school attendance problems within their base school.

### **Admission Guidelines:**

It is the policy of CUHS to prioritise students who:

(i) are in-patients, attending Cork University Hospital, aged between 4 and 12, with an expected stay of more than one week or who are recurrent admissions, (having previously attended hospital school) and who have been deemed medically fit, (sufficiently well) by the medical team to attend school in the classroom or on the ward.

(ii) as far as it is practicable to do so, in-patients attending Cork University Hospital, aged between 13 and 19, who are pursuing second level education with an expected stay of more than one week or who are recurrent admissions, (having previously attended hospital school), or who are preparing for State or those sitting house exams and who have been deemed medically fit, (sufficiently well) by the medical team to attend school in the classroom or on the ward.

The school shall also accommodate patients who are receiving treatment on a once-off basis, the duration of which is unsure (less than a week), but who have been referred as medically fit for school.

It is the Board's intention to deliver an education service to all patients who satisfy the above criteria. However, on occasion, infection control measures may prevent Admission or reduce access to the school and limit the educational service that can be provided.

Teaching staff liaise with medical staff to assess which patients are medically fit to receive education and where those patients should receive education; at the bedside/classroom. Students who are mobile and non-infectious attend the classroom.

Students who are permitted to attend school are escorted to and from their bedsides by their own parents/guardians, Hospital School staff or medical staff. Students who are to receive education at the bedside will be visited by teachers during the school day.

Teaching sessions may be timetabled, in consultation with students/ward staff/multi-disciplinary teams and/or parents/guardians to facilitate medical procedures/treatments or appointments.

Teaching staff shall request key information necessary for enrolment from the following:

- Parents/guardians
- Medical staff (consultants, ward staff, members of the multi-disciplinary team)
- Hospital database
- Mainstream school
- Hospital schools

Cork University Hospital School staff will register and record student information and attendance in school database. These records must be made available for inspection by the Department of Education and Skills (DES) on request. To obtain appropriate staffing allocation and funding from the DES, Cork University Hospital School is required to submit annually its enrolment figures on the 30<sup>th</sup> September.

### **Success Criteria**

This policy will facilitate the effective organisation of the school insofar as it determines who will be enrolled. Our enrolment policy will ensure that adequate provision and priority of resources is made for long-stay or repeat students. It will enable the staff to organise the time-table to maximise student learning. Its success will be judged by our effectiveness in catering for the needs of individual students. The overall success will be assessed in a comprehensive way by reference to student

progress, staff evaluation, parent and hospital community feedback and inspectors' report.

### **Ratification and Communication**

This policy has been ratified by the Board of Management, it is communicated to staff, members of the Board and to the medical staff on the children's ward, medical and surgical and to all other interested parties. It forms part of our school plan.

### **Goals**

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

### **Context, Resources, School Organisation & Curriculum**

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

### **Roles and responsibilities in developing and implementing this policy:**

#### **Roles of Board of Management**

- To ensure that a policy is in place and that it is reviewed periodically
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt

- a) For the purposes of fostering and appreciation of learning among students attending the school and
- b) Encouraging regular attendance at the school on the part of all students

#### **Role of the Principal**

- To formulate draft policy in consultation with the teaching staff, students, parents and the Board of Management
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- To provide, on request, to any parent of a child registered in the school a copy of the Code of Behaviour

#### **Role of Teaching staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal.
- To keep parents informed by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

#### **Role of Students**

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

#### **Role of Parents**

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child

- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

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### **Policy Considerations**

The school will not refuse admission to a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

### **Evaluation**

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon clarity and transparency relating to the process

### **Monitoring Procedures**

The implementations of this policy will be monitored by the Board of Management at the appropriate time.

### **Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible.

This policy was reviewed and ratified by the Board of Management on *25<sup>th</sup> May, 2022*

Signed: .....  
For and behalf of Board of Management

Date: Ratified .....

Next review of this policy will occur during the school year, 2024