

# **Enrolment Policy**

## **Introduction**

This enrolment policy is set out in accordance with the provisions of the Education Act 1998.

This document will serve as a blueprint that will assist parents/guardians in relation to Enrolment/Admission matters pertaining to the above school.

Chairperson, Rev. Fr. M. Murtagh and the principal may be contacted if further clarification of this document is required.

## **General Information.**

S.N. Chaoimhín Naofa / St. Kevin's N.S., Philipstown, Dunleer, Co. Louth is a Roman Catholic School which is under the patronage of Bishop of Armagh. Presently, there are 8 teachers including the principal in this school. The school is a mixed school and the range of subjects taught include:

1. Mathematics
2. Language- English and Gaeilge
3. Physical Education
4. Social, Personal and Health Education
5. Social, Environmental and Scientific Education (S.E.S.E.)
6. Religious Education
7. Arts Education- Music, Visual Arts and Drama.

This school, depends upon and must operate within the resources provided by the Dept. of Education and Skills (D.E.S.) Therefore, it adheres to the rules and regulations laid down by the Department of Education and Skills.

The school follows the curricular programmes prescribed by the D.E.S. which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.

Within the context and parameters of the D.E.S. regulations and programmes, the rights of the patron as set out in the Education Act and the funding and the resources available, the school supports the principles of:

1. inclusiveness with particular reference to the enrolment of children with a disability or other special educational need.
2. equality of access and participation in the school
3. parental choice in relation to enrolment
4. respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

School commences each morning with assembly at 9:00 a.m. and the school day ends at 2:40 p.m. The school day comprises 5 hours and 40 minutes for classes 1<sup>st</sup> to 6<sup>th</sup>. Junior and Senior infants will finish at 1:40 p.m. The period of their tuition is 4 hours and 40 minutes.

A calendar of school closures and holidays will be prepared as early as possible in the school year and will be made available to all parents/guardians.

## **Procedures for Enrolment**

Parents/Guardians who wish to have their children enrolled in Junior Infants must do so by written application only, i.e. by Enrolment Application Form. The school must receive all application forms before the end of March each year. Only in exceptional circumstances will applications be accepted after this period. The Board will communicate generally to the school community through appropriate channels, e.g. Newsletter, Parish Bulletin, and/or appropriate media outlining the application for enrolment procedures.

The following information will be required from the Enrolment Form.

- Pupil's name, Address and Date of Birth
- Names and addresses of pupil's parents and guardians
- Contact telephone numbers
- Contact telephone numbers in case of emergency
- Details of any medical conditions, which the school should be aware of.
- Name and contact telephone number of family doctor.
- Religious denomination
- Previous school attended and reason for transfer if applicable
- All other information required as per enrolment application form.

## **Admissions**

Admissions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy. The Education Welfare Act 2000 specifies that the Board of Management will be required under the terms of the Act to notify parents and guardians of their decision within 21 days of receiving such information as will be prescribed by the Minister.

The Board as a general principle will enrol children on application provided that there is space available. In determining enrolments the Board of Management shall take into account D.E.S. regulations regarding:

- staffing arrangements
- maximum class size (subject to review)
- maximum class average (subject to review)

- any other relevant requirements concerning accommodation such as physical space
- the educational needs and rights of children already enrolled
- multi-grade classes

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

In the event that applications for enrolment exceeds /is expected to exceed the number of places available, the Board shall exercise its discretion in the application of the following criteria when deciding which applications should be decided

- Priority to be given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is oversubscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant until all places are allocated.
- Families whose primary residence is in the Parish of Dunleer will form the catchment area for enrolment
- If the class is oversubscribed on the basis of this criteria, places will then be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
- Children of current teaching staff.
- Children of parents who are past pupils of the school. If the class is oversubscribed on the basis of this criteria then places will be allocated on the basis of age, starting with the oldest applicant until all places are allocated.
- If space is still available, class numbers are completed from the waiting list which is compiled and ordered according to the date of the original application i.e. first come first served

In the event of a child not obtaining a place, priority will be given in the subsequent year.

### Admissions Day/Date

The Board of Management as a general rule can only allow Junior Infants to be admitted to the school on Sept. 1<sup>st</sup> or whichever date the school opens at the start of a new academic year.

### **Enrolment of Children with Special Needs.**

All children including those with special needs are welcome to enrol in this school. In relation to the applications for the enrolment of Children with Special Needs it is open to the Board of Management to request a copy of the child's

1. Medical Report
2. Psychological Report

Should the case arise that no such report is available, the B.O.M. may request that the child be assessed immediately. The purpose of this 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 necessary.

In all cases, the principal will meet with the parents/guardians to discuss the child's needs and the school's suitability/capability in meeting those needs. If necessary, a full case conference involving all the interested parties may be convened. This may include parents/guardians, principal, class teacher, Learning Support Teacher, resource teacher for special needs or psychologist.

### **Pupils transferring**

Pupils may transfer to the school at any time subject to school policy, available space and in some cases the approval of the D.E.S.

The Education Welfare Act 2000 contains specific new provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress be communicated between the schools.

**This policy is to be reviewed on an annual basis and is subject to change.**