

## **Enrolment Policy**

1. Our enrolment policy is set out in accordance with the Education Act 1998. Parents seeking to enrol their children in Scoil Cholmcille, Drumman are obliged to complete an Enrolment Application Form with an original Birth/Adoption Certificate plus a Baptismal Certificate and their child's P.P.S. Number.
2. The names of children for whom Enrolment Application Forms and Birth/Adoption Certificates have been returned, will be placed on a class waiting list.
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 and values, family or social circumstances.
4. While recognising the right of parents to enrol their child in the school of their choice, the Board of management of Scoil Cholmcille, Drumman, is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
  - (a) Size of/available space in classrooms
  - (b) Educational needs of children of a particular age
  - (c) Multi-grade classes
  - (d) Presence of children with special educational/behavioural needs
  - (e) DES maximum class average directives (currently a maximum average of 28 children)
5. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available at the commencement of the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) enrolment of children will be offered under the following criteria – with priority given from 1-5 in descending order
  1. Brothers and sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest.

2. Children whose home address is closest to the school (as measured by a straight line on OS map)
3. Children whose parents are past pupils- priority to oldest.
4. In the event of being unable to enrol a child(ren) from categories 1, 2, or 3, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of 1, 2, 3,) for the subsequent school year over other children on the class waiting list.
5. Children seeking enrolment during the school year in any class/standard, may be offered enrolment at the beginning of the next term or school year subject to the following criteria :

1. size of/available space in classroom.
2. D.E.S. maximum class average directives (currently maximum average of 28 children)
3. Confirmation from previous/current school that they have been informed of the proposed pupil transfer.

6, There is a Registration Week in January each year. This will be advertised in local Press

7. Pupils seeking to enrol will receive a reply within 21 days

8. There is an Annual Open Day/Evening for prospective parents held in September

9. New Junior Infants spend two/four informal periods in school at the end of May/June to familiarise themselves with their new environment

10. In regard to enrolling a child with Special Needs:

- (a) The BOM will request a copy of the child's medical/psychological reports or that the child be assessed (immediately), prior to enrolment.
- (b) The purpose of the assessment is to assist the school in establishing the educational and training needs of the child relevant to his/her special need and to provide the services required.
- (c) Every effort will be made to secure appropriate resources by the DES to meet the needs specified in the Psychological and/or Medical Reports.

11. Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

12. Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school, are advised to

consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

13.Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation and management. The BOM places Parents/Guardians responsible to ensuring that their child(ren) co-operate with the said policies in an age appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended. These policies may be added to and revised from time-to-time.

14We recommend children should have reached their 4<sup>th</sup> birthday on or before May 1<sup>st</sup> of the year of entry to the school.