

# Scoil Naomh Cholmcille



## Enrolment and Admissions

### Introductory Statement and Rationale:

The enrolment/admission policy of the Board of Management of Scoil Naomh Cholmcille is set out in accordance with the provisions of the Education Act 1998. It is envisaged that it will assist prospective parents in relation to enrolment matters while protecting the rights of the present school community should there be a conflict of interest.

### School Ethos and Background:

Scoil Naomh Cholmcille is a Catholic school under the patronage of the Archbishop of Armagh. We have 7 classroom teachers, an administrative Principal, Special Education Teacher, a part time Resource Teacher and a part time L/S Teacher. Our ancillary staff comprises a part-time caretaker and secretary and contracted cleaning staff.

Our school is a mainstream mixed school with classes ranging from Junior Infants to 6<sup>th</sup> Class.

Our school depends on funding grants and teacher resources provided by the DES and it operates within the regulations laid down by the DES in its legislation and circulars. Our policies and decisions must have regard for the resources and funding available to it.

Our school follows the curricular programme as prescribed by the DES which may from time to time be amended in accordance with Section 9 and 30 of the Education Act 1998.

Equality of access is the key value in determining the enrolment of our school. Refusal of admission will not be made on grounds of gender, disability, special education needs, ethnicity, religion, family or social circumstances.

### Guidelines:

#### Enrolment Procedures:

- ❖ Parents seeking to enrol their child in Scoil Naomh Cholmcille are requested to return a completed application form (available in the office) to the school in the spring of the previous school year.
- ❖ It is our policy that Junior Infants will only be enrolled in the September following their 4<sup>th</sup> birthday and that their school day ends at 1.45pm. Other pupils may be enrolled during the school year if circumstances allow.
- ❖ While recognising the rights of parents to enrol their child in the school of their choice the Board of Management of Scoil Naomh Cholmcille is also responsible for the rights of the existing school community and the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all. *All primary schools which are required to enter pupil data on POD are publicly funded and providers of a public service, namely education. The information on POD will, from the 2016|2017 academic year onwards, be used to underpin the*

*payment of public funds and allocation of resources to primary schools, **as is already the case at pre-primary, post-primary and third level education.** If you do not consent to your child's data being entered on POD then you should **inform your school in writing that you do not wish to have your child's information entered on POD, however this may have funding and teacher allocation implications for your school going forward.***

- ❖ Our Board of Management reserves the right to determine the maximum number of pupils that any class may accommodate keeping in mind the size of and available space in the classrooms, the educational needs of children of a particular age and the directives of the DES in relation to maximum class size.
- ❖ In the event of the number of children seeking enrolment to any given class/standard exceeding the number of places available and anticipated to be available then the following criteria may be used to prioritise children for enrolment:
  - Age of Pupils
  - Children living within the catchment area/parish boundary
  - Siblings of present pupils
  - Children of Staff members
  - Children and siblings of past pupils
- ❖ Pupils wishing to transfer from other primary schools are enrolled subject to the Rules of the DES governing National Schools, this enrolment policy and local agreements.
- ❖ Children with special needs will be resourced in accordance with the level of resources provided by the DES to our Board of Management.
- ❖ Our Board of Management may request a copy of a child's medical or psychological report or in the absence of such documentation request that the child undergo an assessment. If our Board of Management deems that further resources are required that are not existing in our school, it may, prior to enrolment, request the DES through the offices of the appropriate SENO for our area to provide such resources to meet the educational or physical needs of the child as outlined in the psychological or medical report. This may include access to one or a combination of a Special Needs Assistant, specialised equipment or furniture, transport, a visiting teacher for their disability or some such other.
- ❖ Notwithstanding the availability and provision of such resources parents of such children who feel that the needs and the educational provision in our school is unsatisfactory is advised to consider a more specialist school which is designed and resourced to specifically cater for the needs of children with special education needs.
- ❖ Children enrolled in our school are required to cooperate and abide by the organisational and curriculum policies and codes of behaviour of our school in an age appropriate manner.
- ❖ It is to be noted that failure to abide by the policies of the Board of Management of Scoil Naomh Cholmcille and with the Rules of National Schools Rule 130 may result in a child being suspended.

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(Chairperson)      Date