**Enrolment Policy**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

**Introduction**

This policy is set out in accordance with the Education Act 1998, and in this regard the Board of Management of the school trusts that this document will assist parents/guardians in relation to the question of enrolment in Scoil Cholmcille Junior. Any matters requiring further clarification should be referred to the Chairperson of the Board or the School Principal.

**General Information**

Scoil Cholmcille Junior National School, Ballybrack, Co. Dublin is a mixed (boys and girls) Catholic school under the patronage of the Catholic Archbishop of Dublin.

As a Catholic school, the school aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by the belief in God and in the life, death and resurrection of Jesus Christ. The school provides religious education in accordance with the doctrines, practices and tradition of the Catholic Church and promotes the formation of the pupils in the Catholic faith.

Classes in the school range from Early Start to Second Class

School opening hours are First and Second Class: 8:50am- 2:30pm.

 Junior and Senior Infants: 8.50am – 1.30pm.

Early Start: Morning Group: 8:50am-11.10am Afternoon Group: 11:50am-2:10pm

 The working of the school is dependent on grants and other resources provided by the Department of Education and Science, and in this regard the school operates within the regulations laid down by that department. School policy is determined to a great extent by the resources and funding made available to it. 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.

The school follows the curricular programmes prescribed by the Department of Education and Science. These programmes may be amended from time to time in accordance with the Education Act (1998), sections 9, 30.

**Aims**

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

* To make decisions on all 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

**Policy Consideration**

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 Education for Persons with Disabilities Act 2004 states that “A child is entitled to attend the school which is most suited to his or her overall needs”. As such, the school acknowledges the rights of parents to send their children to a school of the parent’s choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. It is the responsibility of parents / guardians of any child to inform the school of any special needs or requirements on the enrolment application form or to notify the school of their child’s special needs in advance of enrolment through the Home School liaison or Principal teacher.

The Board of Management will request a copy of the child’s medical or psychological report in order to secure the resources needed to best provide for the child with special needs. Without the resources, the school may not be in a position to provide adequately for the needs of the child. If this occurs, the Board of Management might have no alternative but to ask parents to find an alternative educational setting. No child will be refused admission solely on the grounds that he/she has special education needs, except where the provision required is incompatible with that available in our school.

The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department.

Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

* Health & Safety Concerns regarding Staff and Children
* Available classroom space
* Educational needs of the children
* Presence of children with special needs
* Department of Education & Science class size directives
* Availability of appropriate supports and resources

In accordance with the Equal Status Act, 2000 the school will not refuse a child admission, access to programmes or participation in the school on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances.

**The Policy in Action**

**Early Start:**

Parent/guardians seeking a place in Early Start complete the enrolment form and forward it to the school.This form must be signed and dated by one or both parents or guardians. On receipt of a completed enrolment form, the registration process is initiated by the school. Places are then offered on a priority basis in keeping with Department of Education and Skills regulations. Parents/guardians are notified by post of any offer of a place by January of the year in which the child is to start. Parents will then be required to fill in an acceptance form stating that they intend to enrol their child in the school. By signing the acceptance form, parents agree to accept the agreed policies and procedures of the school, in particular, the school’s code of behaviour and the anti-bullying policy.

**Priority**

Early Start: All children applying to Early Start are offered a place in school in keeping with Department of Education and Skills regulations. Children must be 3 years of age on the 1st September of the year they commence in Early Start. If the number of children on the waiting list seeking admission exceeds the number of places available, the following prioritizing criteria are used:

* Children from Single Parent Families.
* Children living in local authority homes within the parish
* Children from families who have displayed familial patterns of Early School leaving/ have dropped out of school without a formal qualification.
* Children with brothers and sisters in the school
* Children from Catholic families living within the parish
* Children from Catholic families who live outside the parish but have/ had brothers or sisters in the school
* Children from Catholic families who live outside the parish and do not have a Catholic school in their parish
* Non-Catholic children who live within the parish boundaries

If the number of applications exceeds the number of places available, the principal teacher will consider all the regulations in order to make the fairest decision regarding the allocation of places.

**Junior Infants – Second Class**

All children entering Junior Infants must be four years of age by 1st September of the year the child intends to start school. Parents/guardians seeking places in any class must complete an enrolment form. This form must be signed and dated by one or both parents or guardians. On receipt of a completed enrolment form, the registration process is initiated by the school. Parents/guardians are notified by post of any offer of a place by January of the year in which the child is to start. Parents will then be required to fill in an acceptance form stating that they intend to enrol their child in the school. By signing the acceptance form, parents agree to accept the agreed policies and procedures of the school, in particular, the school’s code of behaviour and the anti-bullying policy.

If the number of children on the waiting list seeking admission exceeds the number of places available, the following prioritizing criteria are used:

* All children transferring from Early Start will be offered a place in Junior Infants, unless staff agree that a child, for whatever reasons, is unable to cope with school routines despite interventions while in Early Start.
* Catholic children who live in the parish but did not attend Early Start.
* Catholic children living outside the parish but have/had brothers or sisters in the school
* Catholic children living outside the parish and do not have Catholic school in their parish
* Non-Catholic children who live within the parish boundaries
* Children who do not fall into any of these categories, on a first-come-first- served basis

If the number of applications exceeds the number of places available, the Principal Teacher will consider all the regulations in order to make the fairest decision regarding the allocation of places.

**Pupil transfer**

Pupils may transfer from another school to Scoil Cholmcille Junior subject to the terms laid down in this policy, availability of spaces, the rules and regulations of the Department of Education and Skills, Board of Management approval and consultation with the Principal Teacher.

**Review Process**

This policy was reviewed and amended by the staff during January 2017. All parents were invited to a discussion of the changes to the policy on 27th April 2017. The reviewed policy was ratified by the Board Of Management on Monday 8th May 2017.

**Monitoring and 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

* Effective management of the application process
* Clarity and transparency relating to the process
* Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
* Positive Parental feedback

It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete. Where the Principal, acting on behalf of the Board of Management, refuses admission to any applicant, this refusal will be communicated to the Board at the earliest opportunity.

**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 three 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. Next review of this policy will occur before or during the school year 2020/2021.

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

Chairperson, Board of Management