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Enrolment Policy

Introduction

The Board of Management of Coill Dubh National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998. 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.

General School Information

Name of School: Coill Dubh National School
Telephone No. (045) 860023
e-mail: office@coilldubhns.ie

Bishop Denis Nulty is the Patron of the school. At present, the teaching staff is comprised of, 1 Principal Teacher, 7 mainstream class Teachers, 3.9 Learning Support Teacher, 3 ASD Class Teachers, and 13 Special Needs Assistants. The full range of classes is taught in the school and classes are of mixed gender.

The school depends on the grants and teacher resources provided by the Department of Education and Science 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.

Class starts at 9.00 a.m. for all classes and finishes at 2.40 p.m. Infant Classes finish at 1.40 p.m.

Rationale

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

Goals

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

- To inform parents about the school, it's 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
- To notify parents of their right to appeal if applications are unsuccessful

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 school acknowledges the right 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. 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 from time to time.

The capacity of the school to implement its desired curriculum, its range of educational programmes, its 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
- 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 with respect to any decision(s) made by the Principal.

Role of the Principal

- To formulate draft policy in consultation with the teaching staff, parents, Board and Trustees
- 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 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
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Board of Management setting out the mechanism of appeal and advising of time limits

Role of Teaching staff

- To co-operate with the implementation of this policy
- 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 Parents

- To support the policy and to co-operate fully with the school in its implementation
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

Policy Considerations

The Board of Management of Coill Dubh National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse 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.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Coill Dubh National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. 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
- Multi-grade classes
- Presence of children with special needs
- Department of Education & Science class size directives
- Appropriate Supports and Resources are available
- The emotional welfare of the students
- The extent and the standard of education to be delivered

This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interests of all children. A decision made as to a school's capacity is a sophisticated decision and is not one which is amenable to scrutiny by reference simply to any mathematical formula, numbers exercise or an examination of the physical dimensions of school classrooms. Such decisions must involve the consideration of a wide range of issues including those outlined above.

Procedures – Application, Enrolment Criteria & Decision / Appeals

- Failure to fully complete forms may result in refusal to admit a student.
- Further relevant information will be sought following the offer to enrol a student

Admission to the school is, of course, 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 those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources-where the resources cannot be secured, the school reserves the right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the Acceptance form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development.

Failure to fully complete the application form, acceptance form or Code of Discipline, or failure to supply any relevant information requested by the school may result in a child being refused admission to the school.

Any parent who has been refused admission by the principal may appeal this decision to the Board of Management. This appeal must be submitted in writing within two weeks of the notification of the refusal to enrol. The Board will consider appeals independently of the Principal. If the decision to refuse admission is upheld parents may then appeal to The Department of Education and Skills under Section 29 of the Education Act 1998, while this process is still in operation.

Application for immediate admission in the current school year

- Application forms are available from the school secretary (045 860023) or from the school website www.coilldubhns.ie
- Forms should be fully completed and returned to the school office either by hand or by post along with a copy of the applicants Birth Certificate
- Failure to fully complete forms may result in refusal to admit the applicant
- The behaviour record of a student in their previous school shall be considered

Junior Infant Enrolment Procedure

The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents or guardians. The form is attached as appendix 1 to this policy. Telephone calls or personal school visits concerning enrolment are not in themselves enrolment applications.

Applications will be considered for the relevant enrolment year in the three weeks following the schools official Enrolment Week which takes place in October, and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome. If a student is refused admission parents will be notified of their entitlement to appeal to the Board of Management and then to The Department of Education and Skills under Section 29 of the Education Act 1998, while this process is still in operation.

An acceptance form, attached as Appendix 2, will be issued to parents along with a copy of the schools Code of Discipline. These documents should be signed and returned within the specified dates as a condition of enrolment. Failure to do so may result in the withdrawal of the offer to enroll.

Please note:

Applications for admission to Junior Infant Class must be made at the very latest by the end of Octobers's Enrolment Week of the year in which it is expected that the child will start school. Applicants submitted after this date will only be accepted if places are still available for the coming academic year. The criteria outlined below will not be applied retrospectively to late applications. Applicant children must be at least four years of age on or before August 31st of the school commencement year.

Junior Infant Enrolment Criteria

If the number of applicants exceeds the number of places available, the following prioritizing criteria are used:

Priority	Criterion
1	Priority is given to siblings of children already in the school.
2	If the class is not oversubscribed on the basis of the sibling element of criterion 1, remaining places will be allocated to families whose primary residence is located within the townlands surrounding the school or living in town lands nearer this school than any other school
3	If the class is oversubscribed on the basis of criterion 1 & 2, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
4	If the class is oversubscribed on the basis of all the above criterion then a waiting list will be compiled and priority given to these children for the next academic year.

Criteria for Enrolment to SI to 6^m Classes

The same criteria will be applied to these applications if there is a surplus of applications for available places in the Senior Infants to Sixth classes.

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

- Effective management placed on 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

Review Procedure

The policy will be reviewed annually by the Board of Management. 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.