



## **Enrolment Policy**

### **General School Details**

<b>School Name:</b>	SN Cholmcille Naofa
<b>School Address:</b>	Castlegar NS, School Rd, Galway.
<b>Telephone No:</b>	(091) 757362.
<b>Denominational Character:</b>	Catholic.
<b>Name of Patron:</b>	Bishop Martin Drennan.
<b>Total No. of Teachers in School:</b>	Principal and 3 Class Teachers plus Learning Support and Resource based in School. HSCL and SCP also working in Castlegar NS
<b>Range of Classes taught:</b>	Vertical-Junior Infants to Sixth Class.
<b>School Type</b>	Mixed
<b>Opening Hours:</b>	School opens                   08.50 a.m. Morning Break               10.45 a.m. - 11.00 a.m. Lunch-Time                   12.15 p.m. - 12:45 p.m. School finishes               2.30p.m.

The enrolment policy of **Castlegar NS** is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters.

Castlegar NS is a Catholic National School for boys and girls under the patronage of the Catholic Bishop of Galway, Bishop Martin Drennan. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

The school depends on grants and teacher resources provided by the Department of Education and Science and operates within the rules and regulations laid down from time to time by the Department of Education and Science. This enrolment policy will have regard to available funding and resources.

The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Castlegar NS follows the curricular programmes laid down by the Department of Education and Science which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department of Education and Science regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resources available the enrolment policy of Castlegar NS supports the principles of:

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

Therefore, no child will be refused access to Castlegar NS for reasons of ethnicity, special educational needs, disability, accent, language, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social circumstances.

In determining its enrolment policy the Board of Management shall take into account Department of Education and Skills regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs. The Board of Management shall at all times have regard for the Health, Safety and Welfare of children and teachers and others who work in the school.

### **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 resources available to it
- To put in place a framework which will ensure an effective and productive relationship between students, parents and teachers where a student is admitted to the school.

### **Procedures**

As a general principle and insofar as practicable having regard to the enrolment policy of Castlegar NS, children will be enrolled on application provided there is sufficient physical space available.

Pupils will, as a rule, only be admitted to Junior Infant classes during the month of September. Children may be admitted to a Junior Infant Class during the school year provided they are transferring from another school and newly resident in the area

### **Application Procedure**

As a general rule and insofar as practicable having regard to the enrolment policy of Castlegar NS, children will be enrolled on application, provided there is space available. The Board of Management has determined that the Principal will accept written applications for enrolment on the school's Application Form, prior to enrolment. 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 child, 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 specific/special needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all the children 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, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

### **Enrolment Procedure for Junior Infants**

#### **Stage 1; Pre Enrolment**

The Board of Management stipulates that the school principal will accept written applications for enrolment on the school's Application Form, **prior** to enrolment. This application form is available to download from the school website [www.castlegarns.ie](http://www.castlegarns.ie) or from the school office. In late January annually the school principal will communicate generally to the school community through school newsletters, Parish Newsletters and any other appropriate media that enrolment is open.

#### **Stage 2; School Record of Applications**

The school secretary will maintain a **School Record of Applications** on a database. Each child's name, date of birth, address and telephone contact number, and date of application, are recorded in the School Record of Applications.

### **Stage 3; Confirmation of Interest**

In early February of the year of enrolment applicants will receive a 'Confirmation of Interest' letter requesting that they must complete a Confirmation of Interest Form. Applicants must return this form /by date given to confirm their interest to enrol. This is not a guarantee of a place but confirms that the parents still wishes to enrol his/her child in Castlegar NS.

### **Stage 4; Formal Offer of a place**

In the event that the numbers of applicants who confirm interest to enrol still exceeds available places; places will be allocated in accordance with the criteria outlined. A letter with a formal offer of a place will issue by post three weeks later to successful applicants.

### **Criteria for prioritisation of offers of enrolment;**

Places will be offered **first** to children who **have reached their 4th birthday by May 1st prior to the September they enrol** under the following criteria;

#### **Selection Criterion**

- \*Brothers and sisters of children already attending this school**
- \*Brothers and sisters of past pupils**
- \*Children of staff members**
- \*Catholic children resident in the parish who have attended BEOGA preschool**
- \* Catholic children of resident in the parish** (The school may request a copy of the child's Baptismal form.)
- \*Non- Catholic children of the parish who have attended BEOGA preschool**
- \*Non- Catholic children resident in the parish, with priority given to children whose home address is closest to the school (as measured by a straight line on an O.S. map)**
- \*Non-catholic children who are not residents of the parish with priority given to children whose home address is closest to the school (as measured by a straight line on an O.S. map)**

*In a situation where all of the above criteria are equal among applicants, priority will be given to applicants according to the date their application was received by the school.*

### **Stage 5; Formal Acceptance of a place**

Parents/guardians will be asked to accept this offer in writing, which must be accompanied by;

- a) A fully completed, **Enrolment Form**
- b) An original copy of the child's Birth/Adoption Certificate and
- c) A Baptismal Certificate, where relevant.

d) A deposit of 25euro (to be offset against art and craft, photocopying and PM reader contribution)

Written acceptance of a place must be signed by parents/guardians and include confirmation that they accept the terms set out in our school procedures and policies booklet, and returned to the school by the closing date noted in the letter. Children enrolled in Castlegar NS are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age-appropriate way. **Parents/guardians will be requested to sign a form to indicate their acceptance of these policies, at enrolment. Failure to consent to abide by school policies will result in the non enrolment of that child.**

Parents of new Junior Infant children will be invited to an Information Evening in May. New Junior Infants will be invited to an Open Afternoon in June

### **Stage 6; Waiting List**

Unsuccessful applicants will be placed on a waiting list. Should places become available through non acceptance or cancellation of a place, places will be offered in accordance with the criteria set out above.

### **Provision of Key Information by Parents**

Applications will only be accepted on the basis of a **fully completed Enrolment Form and consent forms**. This form must be accompanied by the **original Birth/Adoption Certificate** (and Baptismal Certificate if relevant).

### **Transfer of Children**

Children will, as a rule, only be admitted to classes at the start of the school year (August/September) subject to school policy, available space, and the provisions of the Education Welfare Act (2000) and in some cases the approval of the Department of Education and Skills. Children may be admitted to a class during the school year, provided they are transferring from another school outside of Galway City or are newly resident in the area. Children already resident in and attending school in Galway City, who wish to transfer to this school, may only enrol at Castlegar NS at the beginning of a school year.

### **Appeals Procedure**

Parents, who are dissatisfied with an enrolment decision, may appeal to the Board of Management. It must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

### **Enrolment of Pupils with Special Needs**

In relation to applications for the enrolment of children with special needs the school must be provided with a copy of all relevant medical reports, such as Psychological, Speech & Language, Occupational Therapy, Child Psychiatry, Paediatric reports etc. The purpose of these reports is to establish the educational needs of the child relevant to his/her disability/special needs and to profile the school support services required. **Failure to disclose all information or an incomplete/inaccurate Enrolment Form constitutes an invalid Enrolment Application.**

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Science.

### **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 the application process
- clarity and transparency relating to the process
- applicants informed in good time regarding the status of their application, particularly in the case of refusal to enrol
- positive Parental feedback

### **Monitoring Procedures**

The implementation of this policy will be monitored by the Board of Management at the appropriate time. 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 refuses admission to any applicant, by the authority delegated to her by the Board in line with this policy, any such refusal shall be communicated to the Board at

the earliest opportunity.

**Timetable for Review**

This policy will be reviewed annually or as the need arises during the school year.

**This policy was reviewed and ratified by the  
Board of Management of Castlegar NS,  
On:**

**May 26<sup>th</sup> 2014**