

St. Conleth & Mary's Primary School

Enrolment/ Admission Policy

In setting out this Enrolment/Admission Policy, the Board of Management of St. Conleth & Mary's is acting 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. Furthermore, the Chairperson of the Board of Management, Mr. Andrew Cody, C/O. St. Conleth & Mary's Primary School, Newbridge and the Principal Teacher, Mrs Sheila O Neill (045) 431179, will be happy to clarify any further matters arising from the policy.

Name of School: St. Conleth & Mary's Primary School

Address: Naas Road, Newbridge, Co. Kildare.

Contact No. 045 – 431179

e-mail:scoilcm@hotmail.com

Denominational Character: Roman Catholic.

Patron: Bishop of Kildare & Leighlin.

Staffing Arrangements:

There is a total of 19 teaching positions in the school, the Principal Teacher, 14 Class Teachers, 4 Learning support/resource teachers, 3 Special Needs assistants.

Organisation and Character;

St. Conleth & Mary's is a senior school. Enrolment is mixed and the fourteen classes range from 2nd to 6th standard.

Funding and Resources:

The School depends on the grants and teacher resources provided by the Dept. of Education and Skills and operates within the regulations laid down, from time to time, by the Department.

School policy must have regard to the resources and funding available.

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Curriculum:

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

Opening Hours.

Monday to Friday 09.10 to 14.50

Guiding Principles:

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available, the school supports the principles of:

- **Inclusiveness, with reference to**
 - a. the enrolment of children with a disability or other special educational needs and
 - b. the enrolment of children of ethnic minorities, including travellers, refugees, asylum seekers etc.

- **Equality of access and participation in the school.**

- **Parental choice in relation to enrolment.**

- **Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.**

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management must also take into account the rights of the existing school community and in particular, the rights of the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interests of the children.

Application/Enrolment Procedures:

Enrolment decisions are made by the Board of Management in accordance with school policy and the Department of Education and Skills Rules for National Schools. Children will be enrolled on application, provided that there is space available. Mindful of the educational progress of the children and the necessity to cater for individual needs, it is our aspiration that no class should exceed 28 pupils.

In an effort to maximize intake and to control and manage numbers applying to enroll during the school year (i.e. not into 2nd class from Feeder School), St.

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Conleth & Mary's School along with the other 6 Parish Schools have formed a Central Applications Committee.

Several categories of applicant have been identified and the procedures for dealing with each are listed below. Under the terms of the Education Welfare Act 2000, Board of Management is required to notify parents of their decision within 21 days of the closing for applications from the feeder school. In all other cases parents shall be notified no later than 21 days.

A. Pupils from Feeder School , St. Conleth's Infant School.

In spring of each year, every pupil in 1st class in St. Conleth's Infant School is issued with a joint letter from the Board of Management of the Patrician Primary School and St. Conleth & Mary's Primary School, stating that both schools are "open for enrolment" for 2nd class and invites parents to tick their preferred option.

St. Conleth & Mary's	<input type="checkbox"/>
Patrician Primary	<input type="checkbox"/>
Don't mind	<input type="checkbox"/>

This letter also advises parents/guardians of a Common Closing Date for receipt of applications to both schools (parents/guardians should apply to one school only).

NOTE: For administrative reasons, the closing date changes from year to year.

3. Nearing the closing date, the Principals of both schools check applications for administrative purposes.
4. Those who have not applied to either school are issued with a reminder letter.
5. Post closing date, the Principals meet again to co-ordinate outstanding issues.
6. Because of the increasing numbers applying for places from St. Conleth's Infant School, (5 classes for the foreseeable future in place of 4 classes traditionally) the Boards of Management of Patrician Primary and St. Conleth & Mary's entered into an agreed arrangement for School Years 04/05 and 05/06. (If arrangement was successful we foresaw a continuation of this for another stipulated period) e.g. next 2 school years.

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UPDATE: Because of the success of this arrangement it has been agreed to continue with the above for the next two school years i.e. 2013/2014 and 2014/2015

B. Applicants for enrolment who have not come from Feeder School.

- All applicants who have not come from the feeder school apply through the Central Applications Committee for the Newbridge Parish Schools using the prescribed application form.
- Applications will be determined in accordance with the separate Policy on the Transfer of Pupils from other Schools.

Acceptance will depend on the availability of spaces.

C. Enrolment of Children with Special Needs.

In relation to applications for the enrolment of children with special needs, it will be necessary to establish the educational and training needs of the child relevant to his/her disability and to profile the support services.

To this end the Board of Management will

- a. request a copy of the child's medical and/or psychological report or
- b. where such a report is not available, request that the child be assessed immediately.

Following receipt of the report, the Board of Management will assess how the school can meet the needs specified therein. Based on this assessment, one or more of the following courses of action may be taken.

1. The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference which may involve parents, Principal, class teacher, learning support teacher, resource teacher for special needs and psychologist will be held.
2. Where the Board deems that further resources are required, it will, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological or medical report, e.g. visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport services or other.

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3. The Board of Management reserves the right to refuse enrolment if the pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education.
4. All relevant information re: child to be enrolled must be disclosed to Board of Management in full as failure to do so can result in the enrolment being reconsidered by the Board of Management at a later date.

Criteria for Decision-making.

As a general principle, and in so far as is practicable having regard to the schools enrolment policy, children will be enrolled on application, provided that there is space available. Applications for enrolment may exceed the number of places available. In determining this, the Board of Management will have regard for the relevant DES guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

For enrolments from the Feeder School, St. Conleth's Infant School, in any year the number of spaces available will be two fifths/three fifths of the total applications from that school alternating every year

In the event that the number of applicants for any class exceeds the number of places available, the Board of Management may use the following criteria to determine if an application is successful. The Board shall exercise its discretion in the application of the criteria and reserves the right to alter or amend them as the need arises.

The following are the criteria in order of priority:

1. Whether there are siblings / step-siblings resident at the same address of the proposed new entrant already attending or having attended the school:
2. Children of current school staff members or children of staff of St. Conleth's Infant School.
3. Children who have, in the year prior to admission, been attending St. Conleth's Infant School
4. Children living within the parish of Newbridge, who are baptized Roman Catholic.
5. Children living within the parish.

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6. Whether a parent of the proposed new entrant is a past pupil of St. Conleth & Mary's Primary School.
7. All others.

In the event of there being an excess of numbers in any one category places will be decided by lottery.

The Board of Management reserves the right to select applicants in accordance with the above criteria on the basis of gender from any group if without doing so would result in excess of 60% of enrolments in any class / year being of the same sex.

Successful applicants will be sent an Enrolment Form which they must complete and return to the school, accompanied by the child's birth certificate and baptismal certificate (where applicable).

Right of Appeal.

Section 29 of the Education Act 1998 provides for a right to appeal against a decision to refuse enrolment. The appeal may be lodged with the Secretary General of the Department of Education, Marlborough St. Dublin 1. The Board of Management will have the responsibility of preparing a response for the Appeals Committee, if and when an appeal is initiated.

**This policy was approved by the Board of Management on 01/02/2012
Reviewed on 09/01/2013**

Signed: _____ Chairperson.

Review date: January 2015