



Enrolment Policy

Scoil N. Chiaráin Naofa is a co-educational, Catholic mixed primary school whose plan is underpinned by the Catholic ethos. The bishop of the Diocese of Ossory is patron of the school. It is a four mainstream class school and has one Learning Support Teacher plus a shared Resource Teacher. Our aim is to provide a safe, happy learning environment where children's emotional, psychological, physical and moral development is catered for in addition to their academic progress. The staff is committed to these goals. We work as a team, sharing, advising, supporting and encouraging one another.

Within the Catholic community, the school models and transmits a philosophy of life inspired by belief in God and the life, death and resurrection of Jesus Christ. The policies, practices and attitudes of the school are inspired by Gospel values. The school aims at promoting the full and harmonious development of all aspects of the pupil, including his/her relationship with God, with other people and with the environment. The school recognises the dignity and value of each person. Religious education is provided for pupils in accordance with doctrine and tradition of the Catholic Church. Prayer is a feature of the school day. The pupils are prepared for the reception of the Sacraments of First Penance, First Holy Communion and Confirmation. The liturgical seasons are part of the rhythm of the school year. The school identifies with the parish, working closely with the local priest who visits the school frequently. The school aims at fostering a sense of community between management, teachers, parents and pupils. The School's code of Behaviour reflects the Christian values of love of God and love and respect of one another promoted within the school, with an emphasis on forgiveness, reconciliation, new beginnings and hope. Close contact is maintained between the school and the home.

The school promotes and expects from its pupils an acceptance of those of different religious beliefs, and those of no religious beliefs. This is small rural school with a welcoming, inclusive and holistic spirit.

The use of the Irish language and the promotion of Irish culture through Gaelic games, dance and music, forms an integral part of the ethos of Scoil N. Chiaráin Naofa.

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, particularly with reference to the enrolment of children with a disability or special educational needs;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment;
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

All children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Behaviour as well as other policies on curriculum, organisation, and management. The BOM places responsibility on Parents/Guardians for ensuring that their child(ren)

co-operate with said policies in an age-appropriate way. In accordance with the Department of Education 's rules for National Schools, a child may be suspended. These policies may be added to and revised from time-to-time.

As a condition of enrolment parents will be asked to confirm in writing that they accept the ethos and characteristic spirit of the school and will accept and support the Code of behaviour as a condition of enrolment. The code of Behaviour may be added to and revised from time to time.

The Board of Management of Scoil N. Chiaráin Naofa hereby sets out its Enrolment/Admissions Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management Mr. James Sheehan, Stonecarthy, Stoneyford and the principal teacher Kieran Byrne will be happy to clarify any matters arising from this policy.

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 by the Department. Scoil N. Chiaráin Naofa follows the curriculum prescribed by the Dept of Education and Skills, which may be amended from time to time.

The school is under the management of a board of management in accordance with the Dept. of Education and Skills rules and procedures. There is a Parents' Council in the school, which is actively supported and promoted by the Board of Management.

Enrolment of Infants:

1. Parents seeking to enrol their child(ren) in Scoil N. Chiaráin Naofa, Áth Stúin are requested to return to the school the documents below by the 1st March of the previous school year. All applicants will be notified in writing regarding their application within 21 working days of the closing date.

- A. A completed Enrolment Application Form (available in the office).
- B. An original Birth/Adoption Certificate.
- C. The child's PPS number
- D. A signed copy of the school's Code of Behaviour.
- E. A Baptismal Certificate -if applicable.

2. Having completed An Enrolment Form, tendered an original Birth/Adoption Certificate, returned a signed copy of the School's Code of Behaviour, and tendered a Baptismal Certificate (if applicable) the names of the child/ren will be placed on a waiting list. Completion of this form does not guarantee or constitute an offer of a place in Scoil N. Chiaráin Naofa.

3. Pupils can only be enrolled who have reached the age of **four** and upwards, **prior to June 30th of the enrolment year in question.**

4. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special education needs, disability, language/accnt,

gender, traveller status, asylum-seeker/refugee status, religious beliefs, political beliefs and values, family or social circumstances.

5. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil N. Chiaráin Naofa must also respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management in conjunction with the Principal reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- Size of/available space in classroom.
- Educational needs of children of particular needs.
- Presence of children with special/behavioural needs.
- Multi-grade classes.
- DES maximum class average directives (currently a maximum average of 28 children).
- Health and safety.

6. In the event of the number of children seeking enrolment in any given class exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

- a. Brothers and Sisters (including step-siblings, resident at same address) of children already enrolled priority to oldest.
- b. Children living within the Stoneyford area of Aghaviller parish, priority being given to the oldest.
- c. Children of current school staff, priority to oldest child.
- d. Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside the parish / agreed catchment area.
- e. If there are more applicants than places available after fulfilling all the above criteria, the remaining places shall be decided by a public draw to take place at the school
- f. In the event of being unable to enrol a child(ren) from categories a, b, c, or d, in a given class at the beginning of a year, such children will receive priority (in order of a,b,c,d of paragraph 6) for the subsequent school year over other children on the class waiting list.

7. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy.

8. New Junior Infants will be invited to visit the school at the end of June to familiarise themselves with their new environment

Other enrolments are subject to the following conditions:

- a) Other pupils, **newly resident in the area**, may be enrolled during a school year (subject to the above conditions already stated).
- b) Pupils wishing to transfer from other schools may also enrol subject to the Rules Governing National Schools, as well as our own school's enrolment policy and local agreements with other schools. In accordance with the Education Welfare Act 2000, it is a requirement of the Board of Management that information concerning school attendance and the child's educational progress be communicated between schools.

Enrolment of Children with Special Needs

1. In relation to applications for enrolment of children diagnosed with special needs, the Board of Management will request a copy of the child's medical and/psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
2. 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 Department of Education and Skills to provide the resources required to meet the need 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.
3. The school will meet the parents of the child 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, special class teacher, resource teacher for special needs or psychologist, as appropriate and the Chairperson of the BOM.
4. *It is vital that the principal is informed of children with special needs well in advance of the commencement of the school year.*
5. *Children with special needs will be resourced in accordance with the level of resources provided by the Dept. of Education and Skills.*
6. *Notwithstanding the availability of such resources, parents of children who are dissatisfied with the level of educational provision in our school, are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.*
7. *The allocation of all places will be subject to the school's ability to provide the resources necessary to cater for any special needs that may arise.*

Exceptional Circumstances

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

- 1) 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*
- 2) If in the opinion of the Board of Management the pupil poses an unacceptable risk to other pupils, to the school staff or to school property.*

Children of other faiths or of no faith

Bearing in mind the Catholic ethos of the school, every effort will be made to ensure that the school is as inclusive as possible. While the Catholic ethos and educational values permeate the school day, children of other faiths or none, where a request is made in writing, will be excused from attendance at formal religious instruction classes and Catholic liturgies. If a child is withdrawn by the parents, from attending religious classes/ceremonies it is the parents' responsibility to see that the child is catered for and supervised during this period. It will not be possible to provide religious instruction in other faiths.

Appeals Procedure

In line with Section 29 of the Education Act 1998, parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten working days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents / guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

The School day is from 9.20am to 3.00 (Class 1 to Class 6).

Junior and Senior Infants day ends at 2.00pm.