

Scoil Phádraig Naofa, Tullow, Co. Carlow

Enrolment Policy

Introduction

The BoM of Scoil Phádraig Naofa herein outlines its policy which is in accordance with the provisions of the 1998 Education Act. The policy was devised by consultation between parents' staff and BoM in order to provide clear guidelines for parents wishing to enrol their son in our school.

School Context

Scoil Phádraig Naofa, Tullow, Co Carlow is an all boy's mainstream vertical Roman Catholic School under the patronage of the Catholic Bishop of Kildare and Leighlin. Our school welcomes, includes and integrates children of all faiths and none.

Within the context and parameters of D.E.S. regulations and programmes, the rights of the patrons and trustees as set out in the education act and the funding and resources available the B.o.M and staff of Scoil Phádraig Naofa support the principles of

- Inclusiveness
- Equality of access and participation
- Parental choice in relation to enrolment
- Respect for diversity of beliefs, values, traditions, language and culture in our society.

Application Procedure

Applications for Junior Infants must be submitted by February 28th of the year of the child's entry to school.

Children must have reached four years by the date on which the new school year begins. An initial allocation of places will be made in accordance with the criteria listed below.

Parents/Guardians will be informed in writing if they have received a place and must confirm in writing acceptance of the place within two weeks of the offer being made or the place will be re-allocated to a child on the waiting list.

After initial allocations have been made, if any further places become available, a further round of offers will be made in accordance with our enrolment criteria.

Applications for all other classes are dependent on class size. Children seeking admission to other classes will be placed on a waiting list and offered a place in accordance with our criteria should a vacancy occur.

All applications should be made on the 'Application for Enrolment Form' and should be accompanied by...

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- State Birth Certificate
- Baptismal Certificate (if applicable)
- For children seeking entry to classes from Senior Infants to 6th the 'Application for Enrolment Form' must be accompanied by reports from previous schools.

Acceptance of and compliance with the school's code of behaviour is a condition of enrolment. The code of behaviour is attached.

Decision Making

The timeframe for decision making on newly enrolled Junior Infants is outlined above, in the case of all other enrolments the Board of Management will give a decision in writing in 21 days of receipt of completed application. (An application will not be considered complete unless all information has been received)

In the event that applications exceed the number of places available, pupils will be accepted in the following order...

1. Children resident in the traditional catchment area with preference being given to the older children.
2. Siblings of present pupils.
3. Children of Past Pupils.
4. Other children from outside the traditional catchment area.

Where demand for places exists and criteria have been observed a lottery system will apply.

Enrolment of Children with Special Educational Needs.

Scoil Phádraig Naofa welcomes children with S.E.N. and is committed to inclusion in all aspects of school life.

In relation to children with S.E.N. it is open to the BoM to request copies of all relevant reports and where such information is not available to request that an assessment be carried out without delay in order to establish the s.e.n needs and provide for same.

Consideration will be given to the number of children with s.e.n. in any one class grouping.

Pupils Transferring

In the case of transfers to our school the D.E.S. guidelines apply. In accordance with the Ed. Welfare Act 1998, information concerning a child's attendance and educational progress must be communicated between school s in case of transfer. Transfers will not be accepted during term time with the following exception; Parents may transfer their child as a result of

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change of residence at any time during the school year subject to the school's enrolment policy and available space.

Religious Instruction

While Scoil Phádraig Naofa is a Catholic school it is important to state that it is not a school just for children of the Catholic faith. We are happy to welcome and include children from all faith backgrounds and none. Such children will not be expected to take part in R.E. lessons or other faith based activities in school. In class arrangements can be made to accommodate such pupils. *Please note due to staffing issues and child protection legislation it will not be possible to provide alternative R.E. or to allow children to leave the classroom unless accompanied by a parent /guardian or another adult nominated by them.*

The BoM reserves the right to refuse enrolment where

a)the pupil has special needs that,even with additional resources available from the D.E.S.,the school cannot meet such needs and or provide the pupil with a suitable education.

Or

b) In the opinion of the BoM, the pupil poses an unacceptable risk to other pupils, the school staff and or school property.

Right of Appeal

Should a pupil be refused enrolment the principal will inform the parents/guardians in writing of their right to appeal the decision of the BoM.

Success criteria

The policy will be judged successful if it allows for well-planned and structured access to places in Scoil Phádraig Naofa in a fair and equitable manner while satisfying legislative and educational requirements.

Review

Policy to be reviewed by the BoM on an annual basis.

Signed: _____ Date: _____