



Enrolment Policy for Scoil Pádraig Naofa

The Board of Management of Scoil Pádraig Naofa sets out below its policy of Enrolment in accordance with the provision of the Education Act, 1998.

Scoil Pádraig Naofa depends on the grants and teacher resources provided by the Department of Education and Science (DES). It operates within the regulations laid down, from time to time, by the Department which may impact upon enrolment/ admission procedures. All our school policies must have regard to this funding, as well as the resources made available to the school. Our school follows the curricular programmes prescribed by the DES which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

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 educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of Scoil Pádraig Naofa is also responsible for respecting 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.

Application Procedure:

Scoil Pádraig Naofa follows these procedures for enrolment of Junior Infants for the next school year.

- Parents are informed of the dates, time and venue of the enrolment through the following platforms
 - Aladdin
 - School Facebook
 - School Website
 - School Newsletter

- All Enrolment Application forms are to be returned to the school office by Jan 31st annually. While parents are encouraged to enrol their children at this time parents will be allowed to enrol their children at a later date pending acceptance by the BOM.
- The Principal and Junior Infant teacher & S.E Teachers meet with the parent/guardian (s) for an 'open morning' at the beginning of June. At this event school uniform, books, Code of Behaviour, other policies etc, will be discussed.
- On signing the enrolment form, parents are accepting our School Code of Behaviour (available online)

Decision Making

Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with school policy. As a general principle, and in so far as is practicable having regard to the school's Enrolment policy, the children shall be enrolled on application, providing there is space available.

Scoil Pádraig Naofa, Cregmore is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his/her birth. (Rule 64.1)

Criteria used in decision making by the BOM in relation to excess enrolment include:

- Siblings of pupils already in the school
- Children from the Parish
- Children of staff members
- Children whose parent/s are past-pupils of the school.
- Children whose home address is closest to the school as measured by a straight line.
- Guidelines from the DES in relation to class size, staffing provision and accommodation
- Physical space
- Health and welfare of the children

In accordance with the Educational Welfare Act 2000, the BOM will notify parents of their decision within twenty-one days of the closing date of applications, Jan 31st, upon receiving a completed Enrolment Form, signed by parents/guardians and a Birth Certificate.

Commencement Day:

Admission to the Junior Infant class takes place once a year following the summer holidays, except when a child is transferring from another school.

Enrolment of Children with Special Needs

In relation to the enrolment of children with special needs, the Board of Management of Scoil Pádraig Naofa shall request a copy of the child's medical and/or psychological report. Following the receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it should, prior to enrolment, request the DES to provide the resources required to meet

the needs of the child as outlined in the Psychological or Medical report. These resources may include for example, access to or the provision of any or a combination of the following Teacher for Special Needs, Special Needs Assistant, and specialised equipment for furniture, transport services or other.

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 involving all parties may be held. The Board may request to defer enrolment of a particular child, pending

- The receipt of an assessment report and/or
- The provision of appropriate resources by the DES to meet the needs specified in the Psychological and/or medical report.

When all provisions are made the school will then notify the parents/guardians and the pupil may commence school.

Pupils Transferring

In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another, at any time of the year, this is subject to School Policy and available space.

When the application is made the principal shall ascertain from the parent whether the pupil was previously enrolled in another National School, and if so, should request the parent to obtain a letter to that effect from the Principal of the school which the pupil previously attended. An Enrolment Form is completed and procedures outlined above are then followed. Information concerning the pupil's attendance and the child's educational progress should be communicated between the schools.

Code of Behaviour

The School's Code of Behaviour contains the 'School Rules' for pupils and can be reviewed on our school website www.cregmorens.ie

On signing the Enrolment Form, the parent/guardian is accepting that they have read and accept the content of the Code of Behaviour Policy.

Medication

Parents are asked to inform the school in writing (on the enrolment form) if their child suffers from any long term or short-term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care to discharge the responsibility correctly. The administration of medicine policy requires to be followed when medication is required to be administered by school staff.

Chairperson BOM

School Principal