

 St. Brigid’s National School,

 Ballysax, Curragh, Co. Kildare

Principal: Ms Esther Reddy Roll No. 16302F Phone: 045-441829

**Enrolment Policy**

The Board of Management of St. Brigid’s N.S. wishes to notify all parents intending to enrol children in the above school that the following policy has been laid out in accordance with the provisions of the Education Act 1998 and the Educational Welfare Act 2000. It is hoped that this will be of assistance to parents in relation to enrolment matters and the Chairperson and School principal will be happy to clarify any further matters arising from the policy.

***General Information:***

***Name of School*:** St Brigid’s N.S., Ballysax, The Curragh, Co. Kildare.

 Telephone 045 441829

***Background:*** Catholic Denomination

 Diocese of Kildare & Leighlin.

***Staffing:*** 1 Administrative Principal

 7 mainstream teachers

 1 resource teacher

 1 learning support teacher

 2 shared learning support teachers

 1 shared resource teacher

 2 Special Needs assistants (1.5 posts)

 1 secretary

 1 part-time caretaker

 2 part-time cleaning people

This is a mixed primary school where a full range of classes are taught.

**Daily Timetable:**

* School opens at 9.15a.m.
* Morning Break 11 - 11.15a.m.
* Lunch Break 1 - 1.30p.m.
* Junior & Senior Infants finish school at 2p.m.
* 1st - 6th classes finish at 3p.m.

The school depends on the grants and teacher resources provided by the Department of Education & Science and operates within the regulations laid down, from time to time, by the Department. The enrolment policy also has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education & Science, which may be amended from time to time, in accordance to sections 9 and 30 of the Education Act 1998 and 2000. Equal Status Act 2000.

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 following principles:

a) The principle of inclusiveness, particularly with reference to enrolment of children with a disability or other special educational need.

b) The principle of equality of access and participation in the school

c) The principle of respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

d) The principle that Catholic children are given precedence over children when a choice is necessary in terms of accommodation.

e) The principle that the Board may refuse a child from another religious denomination or none if it is the Board’s opinion, and in compliance with equal Status Act 2000, that the admission of such a child would be injurious to the continued maintenance of the Catholic ethos of the school.

f) The principle that if a child’s behaviour or disability is of such a degree that in terms of the amendment to Section 29 of the Education Act, deprives other class children of their opportunity of being educated to the norm expected by that class or constitutes a physical safety risk to themselves or others, that child may be refused admission to the school.

**1. Application Procedure:**

Parents fill in an enrolment form. The Board of Management having seen the number of enrolments communicates to the parent as to whether there is a place for the child in the school. The application is only deemed valid when submitted on an official form issued by the Board of Management. Completed application forms will be accepted within a minimum of 3 weeks set by the Board of Management each year.

**2. Key information from the parent:**

* Pupil’s name, address, age, Birth Certificate and Baptismal Certificate.
* Names, Addresses and occupations of pupil’s parents/guardians
* Contact phone numbers
* Contact phone numbers in case of emergency
* Details of medical conditions the school should be aware of
* Religion
* Previous schools attended, and reasons for transfer if applicable
* Any other information (including that as may be required under the Education Act 2000)

The Board of Management reserves the right to request written proof in respect of any of above information supplied.

The Board of Management holds as a general principle, that in so far as is practicable and having regards for the school’s enrolment policy, children will be enrolled on application provided there is space available. Places will be filled as they arise. Junior Infants starting school shall be admitted on the first school day of each school year. The Board of management shall exercise its discretion in the application of the following criteria:

1. All applicants received by closing date for enrolment ( as published by the Board of Management) and having satisfied the requirements on the enrolment form be ranked according to date of birth.
2. Priority given firstly within the ranking by date to new entrants whose 4th birthday falls on or before 30th April of the school year for which they seek a place, who are Catholic and have siblings already in the school on the first day of the current school year.
3. Priority given secondly within the ranking by date of birth to new entrants whose 4th birthday falls on or before 30th April of the school year for which they seek a place, who have no siblings in the school but who reside nearer to St. Brigid’s N.S., Ballysax than to any other primary school in the Parish of Suncroft.
4. Priority given thirdly within the ranking by date of birth to new entrants whose 4th birthday falls on or before 30th April of the school year for which they seek a place, whose parents have a history of connection to the school.
5. Late applicants will be placed on a separate list according to date of birth but will only be considered if all applicants who applied by closing date for enrolment applications and satisfied the requirements on the enrolment form have been accepted and there are still vacancies to be filled.
6. If having allocated places under 2,3, 4, 5 above there are still vacancies to be filled, the date by which the B.O.M. determines the 4th birthday cut off point may be extended by calendar month increments until all vacancies have been allocated.
7. The ranking of places by reference to date of birth for pupils applying for the school year in question, will remain operative to 30th September of that year.
8. In each case when an offer of a place is made, the parent must return the form accepting the place by the date stipulated on the form. Failure to do so means that the place will be forfeited and re-allocated. Parents must accept that the school operates a Catholic Ethos.

When a child with disabilities is seeking enrolment to the school the child will be given equal preference with regard to the above and a place may be held available for that child, pending the putting in place of the necessary to cater for his/her specific needs. This also applies to children of ethnic minorities including travellers, asylum seekers etc.

The maximum number of pupils will be set at the recommended authorised limit specified by the Department of Education & Science for an eight classroom teacher school. Decisions in relation to applications for enrolment are made by the Board of Management (and/or its agents) in accordance with school policy and Department of Education & Science guidelines. There are two categories of school enrolment.

(a) Commencement of school year in September

(b) Pupils transferring from other schools.

The Board will notify parents/guardians of category (a) within 21 days of the enrolment meeting approval.

The Board will notify parents /guardians of pupils in category (b) within 21 days of receiving all the enrolment documents.

As a general principle and in so far as is practicable, subject to the school’s enrolment policy and taking into account the constraints of space the Board will make every reasonable effort to accommodate entry to the school to suitably qualified pupils.

**Pupils seeking admission by way of transfer from another school during the school year:**

Pupils wishing to transfer to St Brigid’s National School as a result of change of residence, which results in them residing in closer proximity to St Brigid’s National School than any other school in the Parish of Suncroft will be offered a place provided there is a vacancy subject to the Principal of St Brigid’s N.S. having sought and received an official transfer authorisation and relevant reports from the Principal of the previous school.

Parents will be required to return a form accepting the place and accepting that the school operates a catholic ethos.

This policy was reviewed and ratified on 27/4/2015

Original copy signed by Monica Meehan, Chairperson on 27/4/2015

Next Review:

* \*Staffing section on page 1 of this document needs to be updated by principal in September 2015
* Review of policy due in September 2016

\*This has been updated.