



## **General Enrolment/Admission Policy**

Scoil an Chlochair serves the people of the Catholic parish of Kilbeggan and is a parish-based school. It is a Catholic school that has been established by the Minister of Education and Skills. Most Reverend Michael Smith, the Bishop of Meath, is the patron. The school aims at promoting the full harmonious development of all aspects of the pupil — intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. This Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church and promotes the formation of pupils in the Catholic faith.

The Board of Management hereby sets out its policy in accordance with the provisions of the Education Act 1998, and trusts that by doing so parents/guardians will be assisted in relation to enrolment matters.

### **Application Procedure**

- Parents/guardians who wish to enrol their child in junior infants or in subsequent years in the school must complete an application for enrolment form.
- A birth certificate must be provided with each application.
- Parents/guardians of Catholic children must provide a baptismal certificate (except where children have been baptised within the parish).
- *Enrolment week takes place during January (see below) The enrolment form must be completed and returned by 2pm on the Friday of enrolment week.*
- Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy.
- Prior to the autumn starting date parents/guardians will receive a letter inviting them to a meeting with the school Principal and the Chairperson of the Board of Management.

Neither the completion of an application for enrolment form, nor the placing of a child on a waiting list, confers an automatic right to a place in the school. No processing of applications can be made before the closing date for applications.

### **Enrolment Criteria**

As a general principle, and in so far as practicable having regard to the school's enrolment policy, children who apply will be enrolled in accordance with the criteria below, provided there is space available. The school will endeavour to ensure that a policy of respect for every child is operated and that no child is refused admission for reasons of ethnicity, special education needs, disability, language, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

For children transferring from another school the Board of Management must receive a completed application form together with relevant reports before the application may be considered.



### **Enrolment of Junior Infants**

The Board is bound by the Department of Education and Science rules for National Schools and the Education (Welfare) Act 2000. Children may only be enrolled from the age of 4 years upwards, though compulsory attendance shall not apply until the age of 6 years.

In the event that applications for enrolment exceed available spaces, applicant children will be enrolled strictly in accordance with the following criteria and in that order. If the number of applicants under category a) outnumbers the places available, children will be prioritised and enrolled in order of age, beginning with the eldest. The same applies to the other categories should places then be available.

- a) Catholic children within the parish boundary (*please see accompanying map of parish boundary*);  
Sisters and brothers of pupils already enrolled in the school;  
Children of current permanent staff, including ancillary staff;
- b) Catholic children living outside the parish boundary who do not have access to a Catholic school in their own parish;
- c) All other children living within the parish boundary;
- d) All other children from outside the parish boundary.

Admission of junior infants normally takes place in the autumn on the first day of the new school year. If a child is not four years of age before 1 September, then he/she cannot be enrolled.

Enrolment week takes place from Monday January 15<sup>th</sup> until Friday January 19<sup>th</sup> 2018. During this week enrolment forms are issued and must be returned by 2pm on Friday January 19<sup>th</sup>, 2018 in order to be considered for admission.

For the school year 2018-2019 a maximum of 26 Junior Infants will be enrolled. In the event that we have more than 26 applicants the Board of Management may operate a cut-off date of birth. This means that in the event that priority is required to be given to children within any one of the above categories, older children will be given priority

### **Enrolment during the School Year**

Pupils may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

### **Transfer from other Schools**

Applications for enrolment for children transferring from other schools will be subject to the rules governing National Schools and the criteria for enrolment set out in this policy. Under the terms of the Education Welfare Act (2000), information concerning attendance and the child's educational progress is to be provided by the school from which the child is transferring.



The following documents will be requested from parents/guardians of applicant children who have been expelled or encouraged to leave the school from which they are transferring:

1. A copy of the letter received by the parents/guardians from the previous school clearly stating the reasons for the expulsion;
2. Details of interventions and other agencies involved with the child.

Where the Board of Management is of the view that a student would constitute a danger to the safety and welfare of other students, or staff, it will refuse to enrol the child. It is clear, therefore, that if a child was expelled from another school on the grounds that she/he presented as a danger to the health and safety of other pupils or staff members, the Board will refuse to enrol him/her as it will be fairly assumed that the applicant will constitute a similar risk in Scoil an Chlochair.

### **Exceptional Circumstances**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. For example such an exceptional case could arise where either:

- a) the pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the pupil with an appropriate education, or
- b) in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property. The parents/guardians of any pupil who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998 and, in such circumstances, will be advised in writing of their entitlement to such an appeal.

### **Appeals**

- 1) Parents/guardians who are unhappy 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 days of receiving the final refusal.
- 2) If unhappy with the outcome of this appeal, they may then appeal to the Department of Education and Skills on the official form provided by this Department. This appeal must be lodged within 42 days of receipt of the final refusal from the school.