



# Scoil an Chroí Ró-Naofa, Urlingford N.S.

## **Enrolment Policy**

### **The policy for enrolment established by our Board of Management.**

#### **Our School**

Scoil an Chroí Ró-Naofa, Urlingford N.S. is a Catholic School under the patronage of the Catholic Bishop of Ossory. The school was formed with the amalgamation of Urlingford National School, Graine National School and Clomantagh National School in October 1973. The school services the Parish of Urlingford and the catchment area of these three former schools. Originally sited at the Old School, Urlingford, it moved to the present site at New Road, Urlingford in September 1986 and the name Scoil an Chroí Ró-Naofa was adopted. All information regarding our school is in the following documents available from the school: School Introduction, School Philosophy and Vision Statement.

#### **Application:**

Parents seeking to enrol their child/children in Scoil an Chroí Ró-Naofa, Urlingford N.S. are requested to return a completed Application Form, Registration Form and an original Birth Certificate/Adoption Certificate to the school by **31<sup>st</sup> March** each year. The Original Certificates will be copied and returned to you. Parents applying for enrolment are reminded of their duty under the Education (Welfare) Act 2000 (Section 19(2)) “to provide the recognised school with such information as may be prescribed by the Minister.

#### **Right to enrolment:**

Equality of access is the key value that determines the enrolment of children to our school.

#### **Class sizes:**

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil an Chroí Ró-Naofa is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, 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 reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- (a) size of/available space in classrooms
- (b) educational needs of a particular age
- (c) multi-grade classes
- (d) presence of children with special educational/behavioural needs
- (e) DES maximum class average directives



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## **Priority for enrolment:**

Priority for enrolment to Scoil an Chroí Ró-Naofa, Urlingford N.S. shall be decided upon as follows:

- (a) Children who have sisters or brothers attending Scoil an Chroí Ró-Naofa.
- (b) Children domiciled in the Parish of Urlingford and Graine.
- (c) Children domiciled in the catchment area of Urlingford G.N.S., Urlingford B.N.S., Graine N.S. and Clomantagh N.S. – the schools whose amalgamation in 1973 formed Urlingford N.S. and which in 1986 became Scoil an Chroí Ró-Naofa.
- (d) Children of Staff members
- (e) Others (per guidelines from Diocesan Office)

## **Special Needs:**

Children with special needs are welcome and will be accepted in Scoil an Chroí Ró-Naofa. It is desirable only that all necessary resources and services are in place when a child with special needs is enrolled. Parents of special needs children who wish their child to attend the school are requested to make contact with the school as early as possible, to enable the school to ensure such resources and services are acquired. Children with special needs will be resourced in accordance with the level of resources provided by the DES to the Board of Management.

## **Enrolment during year:**

Children enrolling during the school year will have their enrolment assessed on an individual basis. Children outside of categories (a), (b), (c) and (d) above may be excluded from enrolling during the school year if circumstances dictate.

Children enrolling during the school year are asked to provide full reports and references where available from their former schools and will be enrolled subject to the rules governing National Schools, as well as our own school enrolment policy and local agreements with other schools.



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## **Dates for enrolment of new entrants:**

- (a) New entrants for September of any given year should return their application forms by March 31<sup>st</sup> of that year. Application forms received after this date will be dealt with on an individual basis and be placed behind all forms received in time regardless of criteria set out above. Notice of agreement to enrol will issue by April 21<sup>st</sup> of a given year.
- (b) Enrolment application forms will be distributed in early March every year. People will be made aware that enrolment is commencing through local channels such as Parish newsletter, Parish notes and contact through children presently in school.
- (c) No new entrants to Junior Infants (except in the case of transfer from another school) will be accepted after September 30<sup>th</sup> of that school year.

Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Discipline (including School Rules), as well as other policies and procedures. The Board of Management places Parents/Guardians responsible for ensuring that their child/children co-operate with these policies and procedures in an age-appropriate way. These policies may be added to and revised from time to time.

In exceptional circumstances and in accordance with DES Guidelines, the Board of Management reserves the right to refuse an application for admission to Scoil an Chroí Ró-Naofa. 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 student with an appropriate education.
- (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.

## **Right of Appeal:**

Applicants are fully entitled to appeal a refusal to enrol under Section 29 of the Education Act (1998).

Reviewed and agreed by the Board of Management on February 3<sup>rd</sup> 2009.