

# ST.FELIM'S NATIONAL SCHOOL

SN Leiter, Coill an Chollaigh, Co. Cabhain

Roll No. 18564W

Principal:

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January 2016

## Enrolment Policy

The Board of Management of St. Felim's National School, hereby details the enrolment policy pertaining in the school as of January 2016, revising the 2012 policy. The Enrolment Policy of this school is drafted in accordance with the objectives of:

- The Education Act 1998.
- Equal Status act 2000.
- Education Welfare Act 2000.
- Education for persons with Special Educational Needs Act 2004.
- Health & Safety Act 2005.

St. Felim's National School is a Catholic primary school, under the Patronage of Bishop Leo O' Reilly, Bishop of Kilmore. It was established in 1961 and caters for boys and girls from Junior Infants to 6th class. The chairperson of the Board of Management is Mrs. Patricia Sheridan and the principal is Ms. Cathriona Meegan. The Board of Management comprises nominees of the patron, teachers, parents, and the local community.

Currently, there are ten teachers in the school, including the principal. We have seven mainstream teachers, a support teaching team (which includes learning support and resource) of two teachers.

The school operates under the Department of Education and Skills (D.E.S.) from which grants and resources are received annually. Regulations are laid down by the D.E.S.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the NCCA in conjunction with the D.E.S. This is subject to amendments by the D.E.S., in accordance with Section 9 and 30 of the Education Act (1998).

School begins at 9.10am and finishes at 2.50pm. Infant classes finish at 1.50pm.

The school supports the principles of:

### 1. Inclusiveness.

- The school enrolment policy supports inclusiveness with reference to the enrolment of children with special needs whether physical, physiological, educational, behavioural, emotional, social or medical or other, provided that supports/resources requested by the Board of Management are put in place by the Department of Education prior to the enrolment of the child.

2. Equality of access and participation in the school.
  - All children will have equality of access and to be encouraged to participate as fully as possible in school instruction. Supports and activities where resources allow.
3. Respects the diversity of traditions, values, beliefs, languages and ways of life in society.
  - Prior to enrolment parents will be made aware of the Catholic ethos of the school. The parents will also be made aware that in order to promote respect for pluralism in our community, the school respects the diversity of values, beliefs, traditions, languages and ways of life in our society provided it does not infringe on the rights of others.
4. Parental rights to enrol their children in the school of their choice; this in the context of the existing school community the rights of the pupils already enrolled and subject to the resources available to the school including:
  - The number of classrooms available
  - The size of available space in each classroom
  - Teaching resources and financial resources
  - The needs of the children already enrolled
  - Multi-grade classes
  - DES maximum class averages as specified for the year of enrolment (*please note that the school is full when the number of children in the school exceeds the DES maximum class average multiplied by the number of mainstream teachers*)

### **Procedures – Enrolment Criteria, Application & Decision / Appeals**

The application process takes place in January each year. The exact closing date will be advertised in the parish bulletin and local playschools, on our website and will be displayed on the parent's noticeboard inside the main door of the school.

#### **Please note:**

- *Failure to fully complete forms may result in refusal to admit a student.*
- *Further relevant information may be sought at a later stage*
- *Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.*

The registration process is initiated on receipt of a completed application form together with a copy of the child's birth certificate and baptismal certificate (*if applicable*) by the school. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school, and is attached as Appendix 1 to this policy.

Date of application, child's date of birth, address and telephone contact numbers are recorded in the school's database. This record of the application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

**Criteria to be applied by the Board of Management**

Priority	Criterion
1	Priority is given to brothers and sisters of children already in the School or who have attended the school in the past. If the class is oversubscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
2	Catholic children living in the school catchment area (including the catchment area of the former Drumanespic school.) If the class is oversubscribed within the application of this particular criterion, then the furthest from the school will be eliminated first.
3	Catholic children living in the immediate areas of the Killann Parish, Bailieborough starting closest to the school and radiating outwards from the school within the Parish. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
4	Non-Catholic children living in the school catchment area
5	Children of current permanent teaching staff and ancillary staff.
6	Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first.
7	Non-Catholic children living in the Parish of Killann, Bailieborough starting closest to the school and radiating outwards from the school within the Parish.
8	If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritisation proceeds until all places have been allocated.

**Application Procedures:**

1. Junior Infants must be 4 years of age by September 1st in the year of entry. *(However, the Board of Management **strongly recommends** that applicant children are at least four years of age on or before April 1<sup>st</sup> of the school commencement year.)*
2. Parents wishing to enrol their children in this school should, in the first instance, make contact with the Principal/School Secretary to request an enrolment form. Enrolment forms may also be downloaded from the school website under scoil documents at [www.thevalens.com](http://www.thevalens.com). Parents will be reminded to read enrolment policy and other relevant policies on the school website. A hard copy of policies will also be available on request or may be viewed in the main school office.
3. All applications received by the specified closing date of the year of entry, will be considered in accordance with the enrolment procedure outlined above.
4. Applications received after the specified closing date will be placed on either a Criteria 1-4 waiting list or a waiting list for Criteria 5-8 applicants. These applications will only be considered if there is available space.
5. Parents will be required to provide details of their child's name, age and address, PPS number, nationality, religion, ethnic/cultural background, mother tongue, previous education, special educational needs and any medical needs. The sensitive information requested as indicated on our enrolment form is at the request of the DES and permission is sought on the form to share it with

the DES. The completed application form must be submitted together with a copy of the child's birth certificate and baptismal certificate from Catholic pupils who have been baptised outside the parish.

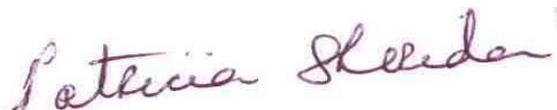
6. In the case of a child with specific special educational needs, the B.O.M. may request copies of medical and/or psychological reports in order to assess the school's ability to appropriately provide for the education of the child. In such cases, a meeting will be held with the child's parents and all personnel involved in the care of the child. The purpose of the meeting will be to discuss the needs of the child and to profile the support services required. Following this meeting and on receipt of all relevant reports, the B.O.M. will assess how the school can meet the needs identified. Application may be made to the Special Educational Needs Organiser for additional resources if appropriate.
7. Pupils may transfer to the school at any time, subject to the above, and in some cases, subject to the prior approval of the D.E.S. As a result of change of address, children will be accepted into the school at any time depending on availability of places. Assuming that there are places available in the requested classes, an Application Form may be completed at this time. Application forms are available from the school office, by email or by post, or can be downloaded from our website. Application forms may be completed and submitted at any time during the school year. Completion of an Application Form does not automatically entitle an applicant to a place.
8. If transferring from another school, it is school policy that the Principal of St. Felim's National School will make contact with the Principal of that school, prior to the offering of a place.
9. **Decisions:** Entry in the School Record of Applications means that an application will be considered in February of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy. Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome within 21 days of the closing date for applications. If offered a place parents/guardians are requested to accept or decline the place in writing no later than the date specified on the letter.
10. **Refusal to Enrol:** The BOM reserves the right to refuse enrolment in exceptional circumstances if, in the opinion of the BOM, there is evidence of an unacceptable risk to other pupils, school staff or school property.
11. Children enrolled in our school are required to co-operate with and support the school's policies including policies on Code of Behaviour and Anti-Bullying (available on our website and in hard copy on request from the school office), Curriculum, Organisation and Management. The BOM places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies. It is a condition of enrolment that parents/guardians sign acceptance of the Code of Behaviour.
12. **Appeals:** Where a Board of Management refuses to enrol a student in a school, the parents/guardians are entitled to appeal the refusal to the Board of Management of the school. It 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 refusal. If parents/guardians are dissatisfied with the Board of Management decision they are entitled to invoke an appeal to the Department of Education and Skills under Section 29 of the Education Act 1998. This appeal must be lodged within 42 days of receipt of the refusal from the school.

**Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every three years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible.

**Policy Ratification**

The policy was ratified by the Board of Management of St. Felim's N.S. on 13<sup>th</sup> January 2016



Signed: \_\_\_\_\_  
Chairperson, Board of Management.

Date: 13/1/16



Signed: \_\_\_\_\_  
Principal.

Date: 13/1/16

Date to be reviewed: November 2018