



Cliffoney National School

Enrolment Policy

Introduction:

This Enrolment Policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters.

The Chairperson of the Board of Management, Fr.Christy McHugh, Parochial House, Grange, Co Sligo and the Principal Teacher, Ms Louise Kerins, Cliffoney National School, Cliffoney, Co Sligo will be happy to clarify any further matters arising from the policy.

School Information:

School Name: Cliffoney National School
School Address: Cliffoney, Co Sligo
Telephone No: 071 9166578
Email Address: cliffoneyns@gmail.com
Website: www.cliffoneyns.com

Denominational Character and Patron:

The school is under the patronage of the Catholic Bishop of Elphin, Bishop Kevin Doran.

Staff in the School:

Three mainstream teachers (including a teaching principal), two shared special education teachers based in our school, two Special Needs Assistants, a part-time secretary, and a part-time caretaker/cleaner.

Range of Classes Taught:

Junior Infants to Sixth Class, boys and girls.

Opening Hours:

School opening hours are from 9.10am - 2.50pm. Infant classes finish at 1:50pm.

Content of Enrolment Policy:

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

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to enrolment of children with a disability or other special education need;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment; and
- Respect for diversity of values, beliefs, traditions, languages, and ways of life in society.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. As a general principle, and in so far as practicable, having regard to the school's policy, children will be enrolled on application, provided that there is space available.

The Board is bound by the Department of Education and Skills' Rules for National Schools, which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

1. Parents/Guardians seeking to enrol their child(ren) in Cliffoney National School are requested to return a completed Enrolment Application Form (see Appendix 1) (available from the school office or the school website) with an original Birth Certificate and Baptismal Certificate, where appropriate, to the school by 31st May each year.
2. The names of children for whom Enrolment Application forms and Birth Certificates have been returned, will be placed on a class waiting list.
3. 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/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

4. While recognising the right of parents to enrol their children in the school of their choice, the Board of Management of Cliffoney National School is also responsible for respect 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. Assisting the school in such circumstance, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - Size of/available space in classrooms
 - Educational needs of children of a particular age
 - Multi-grade classes
 - Presence of children with special educational/behavioural needs
 - DES maximum class average directives
5. In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available preceding or during the school year (due to the BOM being unable to provide suitable accommodation, or recruit the required teaching staff), the following criteria will be used to prioritise children for enrolment:
 - a) Brothers and sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest
 - b) Children living within the parish – priority to oldest
 - c) Children whose home address is closest to the school (as measured by a straight line on OS map) if the child is normally resident outside the parish/agreed catchment area
 - d) In the event of being unable to enrol a child(ren) from categories a, b or c (above), in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a,b,c) for the subsequent school year over other children on the class waiting list.
6. Other pupils are enrolled during the school year (if newly resident in the area).
7. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy.
8. New Junior Infants spend one informal period in school at the end of June to familiarise themselves with their new environment.
9. Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.
10. Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school, are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

11. Children enrolled in our school are required to co-operate with the support the School Board of Management's Code of Behaviour as well as other policies on curriculum, organisation and management. The BOM places Parents/Guardians responsible for ensuring that the children co-operated with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended. These policies may be added to and revised from time-to-time.
12. In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report, or, where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Department of Education and Skills to provide the resources to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, special needs assistant, specialised equipment or 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. Where necessary, a full case conference involving all parties will be held, which may include parents, principal teacher, class teacher, special education teacher, and/or psychologist, as appropriate.

In some circumstances, it may be necessary for the Board of Management to defer enrolment of a particular child pending:

- The receipt of an assessment report; and/or
- The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and/or medical report.

Admission Day/Date:

Children who are enrolling for the first time in a primary school will normally be enrolled on September 1st, or at the discretion of the Principal and class teacher concerned.

The BOM of a school must make a decision in respect of an application within 21 days of receipt of such application.

Ratification and Communication:

This policy was ratified by the BOM on: September 2003

This policy was reviewed by the BOM on: June 2011

This policy was reviewed by the BOM on: 5th April 2017

Signed : _____

Chairperson, Board of Management

Cliffoney N.S. does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM, distributed to all staff members and is available to the wider school community through the school office and/or the school website – www.cliffoneyns.com