



Scoil Chlíodhna CNS



Scoil Chlíodhna Community National School (CNS), Carrigtwohill GAA, Carrigtwohill, Co. Cork.

Enrolment Policy 2016-2017

Introduction

This policy is set out in accordance with the provisions of the Education Act, 1998. The school manager trusts that by so doing, parents/guardians will be assisted in relation to enrolment matters. Furthermore, the school manager will be happy to clarify any further matters arising from the policy.

General Information

Scoil Chlíodhna Community National School (CNS) operates within the regulations laid down by the Department of Education and Skills (DES) and follows the primary school curriculum prescribed by the DES which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. The on-going internal monitoring by principal and staff will be supported by external evaluation by the DES Inspectorate.

Scoil Chlíodhna CNS is a co-educational, multi-belief Primary School and is under the Patronage of the Minister for Education & Skills. Cork Education and Training Board (CETB) is the 'Patron in Waiting'. The school aims to promote the full and harmonious development of the child, intellectual, physical, cultural, moral and spiritual. Scoil Chlíodhna CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Scoil Chlíodhna CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending this school will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Scoil Chlíodhna CNS welcomes children from all faiths and none. In common with the other Community National Schools under the patronage of CETB, this school will recognise the wishes of parents to have their children receive religious education, or morality based education as an integral part of the school curriculum.

Scoil Chlíodhna CNS will open in September 2015 and will be situated in temporary accommodation in the Carrigtwohill GAA Sports Complex. The school will cater for Junior Infants only in its first year. Scoil Chlíodhna CNS will have an intake of new Junior Infants every year and will cater for the full range of Primary classes from Junior Infants to 6th class as the school grows.

Under the Patronage of CETB, a Management Board will be established. In the interim, Scoil Chlíodhna CNS will be managed by a single manager, Mr Liam Ahern. The Manager /Board of Management will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act, 2000 and the Equal Status Act, 2000. The Manager/Board of Management will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality. This Enrolment Policy will be subject to regular review and possible change.

Enrolment Procedures

The enrolment procedures will be subject to regular review by the Manager/Board of Management.

- Applicants must be at least 4 years of age before the 30th of September of the year which they apply.
- Junior Infant pupils starting school may be enrolled after 30th September on a case by case basis subject to the approval of the School Manager/Board of Management.

Due to the multid denominational nature of the school, we will not define a catchment area until it becomes apparent which areas our school needs to serve. There is limited choice in relation to school patronage in the surrounding areas and therefore our catchment area is broad. However, in the majority of cases, enrolments for Scoil Chlíodhna CNS tend to come from children in the houses local to the school and neighbouring areas.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class standard exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

Category 1

- Brothers & sisters (including step-siblings, resident at same address) of children already enrolled. All applications must be received by January 20th 2017 with relevant documentation.

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Category 2:

- In the event of the number of children in Category 1 exceeding the number of places available in a given year, children will be offered a place according to their age (oldest first). All applications must be received by January 20th 2017 with relevant documentation.
- All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available at a later date.
- All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.
- The Manager/Board of Management will communicate arrangements regarding enrolment through local advertising in the local media, by notice on appropriate websites and through any other method deemed appropriate by the principal teacher and approved by the Manager/Board of Management.

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with this enrolment policy.

Note: All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on curriculum, organisation and management.

Return of Forms of Acceptance

Letters of offer for places in Junior Infants will be made by post. All completed registration forms must be returned to the school. It is the duty of parents to ensure that they provide the school with:

1. An original long form Birth Certificate (together with a photocopy) and
2. A household bill or statement with proof of address dated within the last two months (e.g. ESB / Gas / Telephone / UPC / Sky Bill)

It is the sole responsibility of the parent/guardian to inform the school promptly of any change of address, telephone number or other relevant circumstances.

Waiting List

All unsuccessful applicants will be informed in writing by post of their place on the waiting list.

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with school policy.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998. Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the School's Management team in accordance with school policy.

Transfers

Pupils may transfer into the school's mainstream classes at any time subject to school policy, available space, the provisions of the Education Welfare Act (2000), and in some cases the approval of the DES.

Equality Access

No child will be refused admission for reasons of religion, special educational needs, disability, language, gender, social status, ethnicity or political beliefs and values.

In relation to applications for the enrolment of children with special needs, the school will meet with the parents of the child to discuss the child's needs. It is open to the school to request a copy of the child's medical and/or psychological report or, where such a report is not available, to request that the child be accessed 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. Parents will wish to note that some supports must be approved by the National Council for Special Education.

This Policy is subject to review by the Manager/Board of Management

Signed: Liam Ahern
Liam Ahern, Manager

 Gráinne Newton
Gráinne Newton, Principal

Date: 15th December 2016