



Scoil Chlíodhna CNS



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

Enrolment Policy

Introduction

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

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 Cork ETB. 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.

The Board of Management was established in June 2017,

Enrolment Procedures

The enrolment procedures will be subject to regular review by the 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 spaces being available and the approval of the 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.

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 in the school, who will be 4 before the 31st of May in the year that they begin school. Siblings who turn 4 after the 31st of May in the year that they begin school will be offered places as they arise according to the criteria below.

THEN

Category 2 (Only comes into effect if there are additional places available once all children fulfilling the criteria for Category 1 have been allocated a place):

- Children will be offered a place according to their age (oldest first).
- 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 to Cork Education and Training Board and/or the Secretary General of the Department of Education under Section 29 of the Education Act, 1998.
- The Board of Management will communicate arrangements regarding enrolment through local advertising in the local area, by notice on our website and facebook page and through any other method deemed appropriate by the principal teacher and approved by the Board of Management.

How to apply:

- Register your interest on a Pre enrolment form (available from the school or on our website) which must be fully completed
- Return the form to school by the date specified by the 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, email address or other relevant circumstances.

Waiting List

All unsuccessful applicants will be informed in writing *by email* 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.

The purpose of the Assessment Report is to assist the school in establishing the educational 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 Board of Management in June 2019.

Signed:

Liam Ahern, Chairperson

Teresa Coughlan, Principal

Date:
