



BUNSCOIL CHLOCHAR DHÚN CHÉIRÍ  
**Carysfort National School**

An Charraig Dhubh, Co. Átha Cliath  
Tel: 2885803

## **Enrolment Policy 2018**

### **GENERAL INFORMATION:**

The Board of Management of Carysfort National School has developed this Enrolment/Admission Policy in accordance with the provisions of the Education Act, 1998. In so doing, the Board of Management trusts that parents will be assisted in relation to enrolment matters at Carysfort National School. The Chairperson of the Board of Management, Fionnghuala de Barra and the Principal Teacher, Norma Linehan, Carysfort National School, Convent Road, Blackrock, Co Dublin (Telephone: 2885803) will be happy to clarify any further matters arising from the policy.

<b>Name:</b>	Carysfort National School Convent Road Blackrock Co Dublin
<b>Denomination:</b>	Catholic
<b>Patron:</b>	Archbishop Diarmuid Martin
<b>Number of Teachers:</b>	29 in total, of which there are: 1 Principal Teacher 22 Class Teachers 6 Learning Support Teachers
<b>Range of Classes:</b>	Junior Infants to Sixth Class - all mixed
<b>School Times:</b>	8.50 a.m. - 2.30 p.m. 8.50 a.m. - 1.30 p.m. (Junior and Senior Infants)

The school depends on grants and teacher resources provided by the Department of Education and Skills and operates within the regulations laid down, from time to time by the Department. School policy must have 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, and the funding and resources available, the school supports the principles of:

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

### **JUNIOR INFANT APPLICATION PROCEDURES:**

Applications for a place for a new child starting in the school in Junior Infants will be accepted in October and November in the year preceding a child's expected entry to the school. The Board of Management will communicate this to parents each year through email, the school newsletter, school website etc. Application may be made by requesting an application form from the school and returning it during the time specified above. Information required on this form includes:

- ❖ Pupil's name, age, address and PPSN number
- ❖ Names and addresses of pupil's parents/guardians
- ❖ Contact telephone numbers
- ❖ Contact telephone numbers in case of emergency
- ❖ Details of any medical conditions which the school should be aware of
- ❖ Previous school attended, if any, and reasons for transfer, if applicable
- ❖ Any other relevant information (including any other such information as may be prescribed under the Education Welfare Act, 2000) and Department of Education and Skills POD Information

The Board of Management is bound by the Department of Education and Skill's 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. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy. Applications must be received before the end of November each year. All applications are accepted in order to ascertain how demand can be best met. **Three categories of applicants are given equal priority when places are being allocated:**

- ❖ Children residing in the Parish of Blackrock at time of application
- ❖ Siblings of children currently attending the school
- ❖ Staff children

If spaces remain having applied these three criteria, places will be offered to all other children living outside of the Parish of Blackrock.

Depending on the number of children that can be accommodated in Junior Infants, **there will be a cut off date based on the date of birth of the child.** This date will not be decided until December each year, based on applications received.

Places will be offered to Junior Infant children early in December each year. Parents must confirm their child's place with all requested documentation (as specified in the letter of offer) on or before the closing date or the child's place will be forfeited.

Using the agreed criteria the names of the unsuccessful applicants will be placed on a waitlist in order of date of birth. Late parish applicants will be placed on a waitlist in the order that they are received. Non-parish applicants will be placed on an additional waitlist.

A meeting is held in the 3<sup>rd</sup> term for parents of children whose application is successful. This allows parents a chance to familiarise themselves with the school and its' policies. Parents and Junior Infant children are invited to visit an infant classroom in May or June of the year they are starting school.

The Board of Management reserve the right to accept a child into the school in exceptional circumstances, (as determined by the Board of Management) on compassionate grounds.

#### **APPLICATIONS TO OTHER CLASSES:**

Parish, sibling and staff priority criteria will apply when accepting children into other classes. These applicants will be placed on a waitlist in the order that they are received and will be offered a place when a vacancy arises. All other non-parish applicants will be placed on a waitlist in the order the applications are received and will be offered a place on the basis that there is a space in the particular class for which they are applying.

#### **ADMISSION OF CHILDREN WITH SPECIAL NEEDS:**

The Board of Management and Staff are committed to a policy of all-inclusiveness and would be happy to admit children with Special Needs (either physical or intellectual) to the school provided that the special needs of these children can be provided for within the school. Therefore, in the event of an application by a parent to have their child with special needs admitted to the school, the following procedures would be adopted:

- ❖ The Board of Management would request a copy of the child's medical/psychological report or where such a report is not available, request that the child be assessed immediately.
- ❖ Parents would meet with the Principal, the Chairperson and where possible the Special Educational Needs Organiser to discuss the special needs of their child. This meeting would include a tour of the school and a discussion with regard to class size, to enable parents to get a clear picture of the difficulties that might arise.
- ❖ Applications would be made to the Department of Education and Skills re grants for any adjustments to the school building structure or any extra help with regard to staffing/support services that might be necessary.
- ❖ Parents would be informed by the Principal re the decisions of the Department of Education and Skills and based on the support being made available would be advised as to the suitability of the school for the particular child.
- ❖ In the event of a child with special needs being admitted to the school, the child's progress would be reviewed and discussed with the parents/guardians at the end of every term.

It may be necessary for the Board of Management to defer enrolment of a particular child pending:

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

#### **PUPILS TRANSFERRING:**

The Board of Management would like to specify that pupils may transfer to the school at any time subject to school policy, available space and in some cases the approval of the Department of Education and Skills. Information regarding attendance and the child's educational records should be communicated between schools.

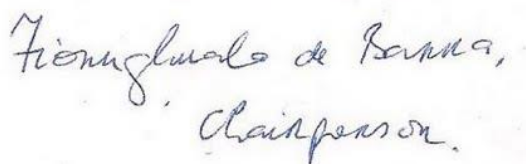
#### **APPEALS PROCEDURE:**

If a decision is communicated by Carysfort National School to a parent indicating that the school is unable to accept their child, that parent may request a copy of the enrolment policy and enquire as to what section/sections of the policy justify the refusal. If unhappy with the explanation the parent may appeal the decision directly to the Board of Management. The Board of Management then considers the appeal and advises the parent of its decision. If the parent is dissatisfied with the outcome, the parent may then make an appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. Information on the procedures for appeal is available from the Department of Education and Skills.

**THIS POLICY WILL BE EFFECTIVE FOR APPLICATIONS FOR THE 2019/2020 ACADEMIC YEAR. IT WILL BE REVIEWED IN APRIL 2019.**

The Code of Behaviour is available upon request.

Ratified on 27 November 2018



Fionnghuala de Barra,  
Chairperson.

Fionnghuala de Barra  
Chairperson, Board of Management