

Enrolment Policy

Introduction:

Boards of Management decide on how to allocate places in National Schools. While parents are usually able to have their children enrolled in the school of their first choice, local circumstances relating to school accommodation may be such at a particular time, that the Board of Management may find it necessary to restrict enrolment to children of a particular area or of a particular age group.

The following outlines the Enrolment Policy of Corrandrum N.S.

1. Parents seeking to enrol their child(ren) in Corrandrum N.S. are requested to return a completed Enrolment Application Form (available from the principal) with an original Birth / Adoption Certificate to the school by the first week in September, each year.
2. The children for whom Enrolment Application forms and Birth/ Adoption Certificates have been returned, will be placed in an appropriate class level.
3. Children are not eligible for enrolment if they have not reached their fourth birthday, in accordance with Department of Education and Science regulations.
4. 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/accents, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances.
5. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Corrandrum N.S. is also responsible for respecting 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 circumstances, 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.

6. 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:
 - Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled - priority to oldest
 - Children living within the school catchment area- priority to oldest
 - Children of current school staff - priority to oldest
 - Children whose home address is closest to the school (as measured by a straight line on an OS map) if the child is normally resident outside the parishes of Annaghdown and Corofin / agreed catchment area.
7. Other pupils are enrolled during the school year (if newly resident in the area).
8. 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. The name and address of the previous school will be sought, as well as any available records and progress reports.
9. There is an Annual Open Evening for prospective parents held usually in March of each year.
10. New Junior Infants spend one/ two informal periods in school at the end of June to familiarise themselves with their new environment.
11. Parents of all new pupils will be given a copy of the School's Code of Behaviour and they will be asked to read it. On signing the Enrolment form they are agreeing to its contents and that they will ensure that their children will abide by it.
12. Parents will also receive copies of the following policies - Attendance, Homework, and Healthy Eating.
13. Parents will also be given a List of the required Books for the appropriate class.
14. Special Needs:

- Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.
- 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.

15. Children enrolled in our school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation, & management. The BoM places Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

This policy may be added to and revised from time-to-time.

This Enrolment Policy was ratified by the Board of Management of Corrandrum School on:

Signed: _____
Chairperson BOM

Date: _____