

Enrolment Policy of Kilchreest National School

1. Parents seeking to enroll their child(ren) in Kilchreest N.S. are requested to return a completed Enrolment Application Form (available from the school) with an original Birth/Adoption Certificate, or Baptismal Cert, to the school by **15th June** each year. Children whose baptisms are registered in Kilchreest Parish do **not** require Certs.
2. The names of children for whom Enrolment Application Forms and Birth/Adoption Certificates have been returned, will be placed on a class 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 enroll their child in the school of their choice, the Board of Management of Kilchreest NS is also responsible for protecting 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. The BoM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
 - a) size of/ available space in classrooms
 - b) educational needs of children of a particular age
 - c) multi-grade classes
 - d) presence of children with special educational/behavioural needs
 - e) DES maximum class average directives (currently a maximum average of 30 children)
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.
 - b) Children living within the parish of Kilchreest.
 - c) Children living in catchment areas formerly served by Kilchreest N.S and Castledaly N.S.
 - d) Children whose home is closer to Kilchreest N.S. than any other National School (as measured by a straight line on OS map) if the child is normally resident outside the parish or agreed catchment area.
 - e) Children whose parents have a close connection with Kilchreest N.S. i.e. children of past pupils of the school who may reside outside the immediate catchment area.
 - f) In the event of being unable to enroll a child/children from the above categories in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c, d, e) 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). It is preferable that pupils be enrolled at the beginning of a month.
- 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 and local agreements with other schools.
- 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 Science to the Board of Management.
- 10 It is school policy that pupils whom staff consider may have special educational needs should be assessed by appropriate services, e.g. NEPS.
- 11 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.
- 12 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 and management. The BoM places the responsibility on parents/guardians for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools and the requirements of the Education Welfare Act, a child may be suspended or expelled for serious breaches of misbehaviour.

This Policy may be added to or revised from time to time.