

Enrolment Policy Review

Introduction

The Board of Management of Cullina National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters.

The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school –

	Yes	No
To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements	<input type="checkbox"/>	<input type="checkbox"/>
To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it	<input type="checkbox"/>	<input type="checkbox"/>
To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school	<input type="checkbox"/>	<input type="checkbox"/>

Goals

	Yes	No
The school shall have in place appropriate channels of communication and procedures	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
The B.O.M. is prepared to accept its Role and Responsibilities in developing and implementing this policy	<input type="checkbox"/>	<input type="checkbox"/>
The Principal accepts his/her responsibility to monitor its implementation and to ensure that it is reviewed by the review date	<input type="checkbox"/>	<input type="checkbox"/>
The Teaching Staff co-operate with the implementation of this policy	<input type="checkbox"/>	<input type="checkbox"/>
The students co-operate fully with the implementations of this policy	<input type="checkbox"/>	<input type="checkbox"/>
The Parents support the policy and co-operate fully with the school in its implementation	<input type="checkbox"/>	<input type="checkbox"/>

Policy Considerations

The Board of Management of Cullina National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of ethnicity, special education needs, disability, traveller status, refugee status, political or religious beliefs, family or social circumstances, provided the necessary supports are in place in the school.

The Board of Management of Cullina National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

	Yes	No
Integration of children from Autistic Unit to Mainstream Classes	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety Concerns regarding Staff and Children	<input type="checkbox"/>	<input type="checkbox"/>
Available classroom space	<input type="checkbox"/>	<input type="checkbox"/>
Multi-grade classes	<input type="checkbox"/>	<input type="checkbox"/>
Educational needs of the children	<input type="checkbox"/>	<input type="checkbox"/>
Presence of children with special needs	<input type="checkbox"/>	<input type="checkbox"/>
Department of Education & Skills class size directives	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Supports and Resources are available	<input type="checkbox"/>	<input type="checkbox"/>
Time of school year	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Admission to the school is, of course, subject to the resources available to the school as outlined in the full policy	<input type="checkbox"/>	<input type="checkbox"/>
The Registration Process for Junior Infants is initiated by the guidelines outlined in the full policy	<input type="checkbox"/>	<input type="checkbox"/>
The Priority Criteria for enrolment is initiated by the Guidelines outlined in the full policy	<input type="checkbox"/>	<input type="checkbox"/>
The implementation of this policy will be monitored by the Board of Management of Cullina National School	<input type="checkbox"/>	<input type="checkbox"/>

Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year **2019 / 2020**

Roles and Responsibility

The principal has particular responsibility for co-ordinating this policy.

Implementation and Review

This policy was implemented from September 2014 and will be reviewed annually. The principal will initiate and co-ordinate this review.

Ratification & Communication

This policy was ratified by the Board of Management on

It was communicated to the parent body by

Reviewed Policy Approval / Ratification

This policy was reviewed by the Board of Management of Cullina National School on

Signed: Griffith John Griffiths
Chairperson Board of Management

27/09/16

DATE: _____

Signed: Maire Bn. Uí Chroinin
Principal Cullina National School

27/09/16

DATE: _____

Date of next review: **Annually**