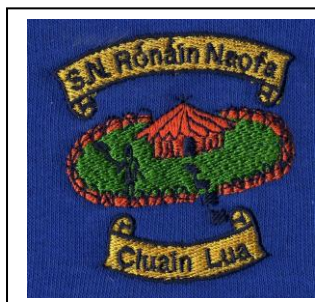


# Enrolment Policy



**Scoil Naisiúnta Rónáin Naofa Cluain Lua**

**St. Ronan's N.S., Clonloo, Boyle, Co. Sligo**

**Tel: 071 - 9663684**

## Introduction

In setting out this policy, the Board of Management (B.O.M.), of this school states that we are doing so in accordance with the provisions of the Education Act (1998). We trust that the policy will be of assistance to parents/guardians. The Chairperson, Rev. Joe Caulfield, and the principal Michael Heffernan will be happy to clarify any further matters arising from the policy.

This policy was revised by the staff of the school in October 2011. We took into account relevant current legislation and best practises. This policy will be reviewed in May/June 2014 or earlier if it is deemed necessary. This review will be carried out by the staff of the school.

## Equality of Access

Equality of access is the key value that determines the enrolment of children to our school. While recognising the rights of parents to enrol their child in the school of their choice, the B.O.M. must also endeavour to respect the rights of the existing 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 B.O.M. 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

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 B.O.M. being unable to provide suitable accommodation, or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:

1. brothers and sisters (including step-siblings, resident at same address) of children already enrolled-priority to oldest
2. children living within the catchment area-priority to oldest
3. children of current school staff-priority to oldest
4. children whose home address is closest to the school (as measured by straight line on an OS map) if the child is normally resident outside the parish/agreed catchment area.

In the event of being unable to enrol a child(ren) from categories a, b, or c, in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a,b,c,) for the subsequent school year over other children on the class waiting list.

### Description of School

St. Ronan's N.S. is a Catholic school under the patronage of the Bishop of Achonry. There are two mainstream teachers including the principal, and one visiting teacher (Learning Support). We also have a part-time secretary and care-taker.

There are two classrooms, a staff room, a resource/learning support room, an office, a large entrance hallway with toilets for the boys and the girls, each with hot running water and equipped with soap dispensers and roller towels. The school is heated by oil-fired central heating. There is a television set and video recorder/DVD player in each classroom. There are eight computers in the school. Each computer has broadband internet access and is linked to a printer. Each classroom is equipped with an interactive whiteboard. Every effort is made to equip the school with suitable resources to cater for the needs of all the children both academic and otherwise.

The school is situated on a quiet rural road. Flashing amber lights warn motorists to slow down at opening and closing times. The school has a large tarmacadamed yard and there is also grassy area which is only suitable for use in dry weather. There is a shed with a concrete path leading up to it, which is used by the children for shelter and play.

A mountain stream runs alongside the length of the school premises. High wire helps to prevent balls from going outside the school grounds. In 2010 we introduced a school garden.

We teach classes from Junior Infants through to Sixth class. The pupils are divided up into the junior section and the senior section. St. Ronan's is a co-educational school and equality is seen as the natural right of each child.

The school depends for its financial support on grants from the Department of Education and Science and we operate within regulations laid down by the DES. The services the school provides must have regard to the funding made available by the DES.

The school follows the curricular programs prescribed by the DES. These may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Having regard to departmental regulations and programmes, the rights of the patron, and the funding and resources available, the school supports the principles of:

- A. Inclusiveness, particularly with regard to the enrolment of children with disabilities or other educational needs if it is in the best interests of the child.
- B. Equality of access and participation in the school
- C. Parental choice in relation enrolment
- D. Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### Attendance

- Children should be aware of the importance of punctuality. School commences at 9.20pm.
- Regarding absences from school an explanatory note from Parents/Guardians is required.
- Parents are discouraged from sending children to school if they are sick in the morning as this often entails bringing them home again during the day. This causing disruption in both classrooms.
- Written/verbal permission is required from parents if a child wishes to leave the school for any reason, stating time of departure/return and who will collect the child.
- School finishes at 3pm. It is required that all children be collected at this time. If for any unforeseen circumstances parents are running late it is necessary to inform the school.

### Enrolment Information

When children are being enrolled certain information is required by the B.O.M i.e.

- A. The pupils name, age and address
- B. Names and addresses of parents/guardians
- C. Contact telephone numbers
- D. Contact telephone numbers in case of emergency
- E. Details of any medical conditions of which the school should be made aware.
- F. Religion of the pupil and family.
- G. Previous schools attended (if any) and the reason for transfer (if applicable)

### Enrolment Procedure:

- There is a registration day in May/June each year.
- Prospective parents can arrange a meeting with the school principal during this period
- Other pupils are enrolled during the school year (if newly resident in the area)
- Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own schools enrolment policy.
- Parents seeking to enrol their children in St. Ronan's N.S. are requested to return a completed enrolment form with an original birth/adoption certificate to the school by 1<sup>st</sup> June each year.
- Fill in the appropriate information required in our school's enrolment form.
- Children with special needs will be resourced in accordance with the level of support provided by the Department of Education and Science to the Board of Management.
- Notwithstanding the availability of such resources, parents of children who are not satisfied 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.

**Ratified by the Board of Management:**

**Date:** 19<sup>th</sup> October 2011

**Signature:** \_\_\_\_\_

