



St. Colman's N.S.

Stradbally,

Co. Laois

Ph. 057 - 8625348

Enrolment Policy

Enrolment Policy of Saint Colman's N.S.

The characteristic spirit of Saint Colman's is one of care and concern and the personal example of the Staff in creating an environment where Christian, catholic values are inculcated and fostered. The children are prepared for the sacraments and take part in liturgical services.

St. Colman's N.S. caters for boys and girls from Junior Infants to 6th Class. There are 15 full time teachers including Principal, class teachers, Learning Support teachers, Resource teachers and Special Needs Assistants are assigned to the school by Department of Education and Science to enable the inclusion of certain children with special educational needs.

1. Parents seeking to enrol their child(ren) in Junior Infants in St. Colman's are requested to return a completed Enrolment Application form (available from the office) to the school by 31st March each year.
2. (a) The names of children for whom Enrolment Application forms have been returned will be placed on a waiting list.
(b) A waiting list will also be compiled if there are applications above our 'full to capacity' criteria.
3. Other pupils are enrolled during the school year (if newly Resident in the area) and if there is a place available in the school.
4. A child must have reached his/her fourth birthday on or before 31st August in year of enrolment.

- 5 Admission forms are provided in February to parents of children on Baptismal Register (available from Parochial House) and notification is published on Parish Newsletter and in local paper.
6. (a) There are two meetings in June for parents and children of Junior Infants, one informal meeting to be held in the afternoon where children and parents may familiarise themselves with Saint Colman's and class teacher, one formal meeting (at night) for parents. (Dates to be decided)
- (b) **Criteria to be used if there is a surplus of applications for Junior Infants**:- Priority will be given to oldest children. A child who is 4 years of age in April will be given priority over a child who will be 4 years of age in August.
7. All children are welcome
- (a) children in the local traditional catchment area of Stradbally and Vicarstown.
- (b) Children, whose parents are from the catchment area but may live or work outside the area.
- (c) Children, whose parents work or live outside the catchment area (i.e. Portlaoise) and whose grandparents reside in Stradbally and provide childminding facilities to these children after school.
8. Equality of access is the key value that determines the enrolments of children to our school. No child is refused

admission for reasons of ethnicity, special education needs, disability, language/accent, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

9. While recognising the rights of parents/guardians to enrol their child in the school of their choice, the Board of Management of St. Colman's has the responsibility of respecting the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principals of natural justice and acting in the best interest of all children. Assisting the school in such circumstances the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind

- (i) size of/available space in classrooms
- (ii) educational needs of children of a particular age
- (iii) Double-class numbers
- (iv) Presence of children with special educational/behaviour needs
- (v) Department of Education and Science maximum class average directions (currently a maximum average of 27)

10. 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 Board of Management 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, fostered or newly adopted siblings resident at the same address) of children already enrolled- priority to oldest
- (b) Children living within the parish (or in the case of Parish schools) priority to oldest
- (c) Children of current school staff –priority to oldest
- (d) Children whose home address is closest to the school (as Measured by a straight line on an ordnance survey map) if the child is normally resident outside the parish/agreed catchment area or has a family connection with Stradbally
- (e) 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 reserve priority (in order of a, b, c) for the subsequent school year over other children on the class waiting list.

11. Pupils wishing to transfer from other schools are subject to the Rules governing National Schools as well as our school's enrolment policy and local agreements with other schools.

- (a) A child may transfer from one national school to another at any time, with the consent of the Minister or on change of ordinary residence, but in any case, the child may not be transferred except on or at the first opportunity after the first day of any quarter.
 - (b) A child removed from the rolls shall at any time after he/she was removed and at the request of his/her parents or guardians be re-enrolled in the school and subject only to there being a place available in the school.

- 12.
 - (i) Children with special needs will be resourced in accordance with the level Resources provided by the Department of Education and Science to the Board of Management.
 - (ii) Special Needs children – School to be informed of their needs as early as possible in the year previous to the child enrolling to ensure appropriate needs are met (i.e. psychologist's reports, speech & language needs, psychiatric services, occupational therapy needs, physical disabilities, emotional and behavioural disturbance, hearing or visual impairment, A.S.D needs, assessed syndromes and needs for S.N.A.) so that services are put in place before child begins school.

- 13. 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.

14. 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 Board of Management places parents/guardians responsible for ensuring that their child/children co-operate with said policies in an age – appropriate way. In accordance with the Department of Education and Science rules for National schools, a child may be suspended. These policies may be added to and revised from time to time.
15. Pupils transferring from other local National Schools will only be accepted at the beginning of the school year.
16. As part of our admissions policy we require all Parents/Guardians to fill in an application form. In this form we will require Parents/Guardians to detail any medical or educational conditions which the school should be aware of. It is imperative that Parents/Guardians give full disclosure at the outset as, if not, this could lead to difficulties down the road.

Class Arrangements:-

Classes are arranged each year in April/May. If additional pupils seek places in St. Colman's these pupils will be accommodated in classes where vacancies occur or where the Principal deems appropriate to the pupil's needs. In the event of a class being divided up, the older pupils of that particular class will work with the class more senior to them e.g. Older 1st class with 2nd

Older 3rd class with 4th

Older 4th class with 5th etc.

The criteria for class splits from September 2011 will be age, gender, special needs and educational needs.

Cognizance is taken of pupils with Special Educational Needs and/or abilities.

S.E.N. pupils may be facilitated in full class settings where feasible.

Length of School Day

School begins at 9.20am and ends at 3pm for pupils in 1st-6th classes.

School begins at 9.20am and ends at 2pm for Junior and Senior infants.

However, in September for the first 5-8 days approximately, Junior Infants day begins at 9.20am and ends at 1pm.

During school year 2010/2011, this policy was reviewed by Board of Management and modifications made. On _____ 2011 a sub-committee of the B.O.M. - discussed and assessed enrolment policy. Policy will be reviewed by full Board of Management at next meeting. Review in November 2011.

Reviewed in June 2010 in light of amalgamation of Scoil Aonghusa & B.N.S. to Saint Colman's Sept. '10.

Teachers Review group:

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