

**Scoil Náisiúnta Naomh Pádraig,
Stamullen, County Meath**

**tel 01-841 1804
fax 01-841 6744**



**Príomh Oide: Mr Gerry Barrett NT
Uimhir Rolla: 18044T**

**info@StamullenNS.ie
www.StamullenNS.ie**

Enrolment Policy

Introduction

The Board of Management of St Patrick's National School, Stamullen sets out the following policy in accordance with the provision of the Education Act of 1998. It is hoped that the policy will be of assistance to the parents/guardians regarding the enrolment of pupils to our school. The Chairperson of the Board of Management, Christopher Moore, and the Principal Teacher Mr Gerard Barrett, St Patrick's National School Stamullen, will be happy to clarify any further matters arising from the policy.

School Information

St Patrick's National School

Stamullen

Co.Meath

Tel: 01 841 1804

E-Mail: info@StamullenNS.ie

St Patrick's N.S. is a Catholic school under the patronage of the Bishop of Meath, Dr Michael Smith. At present it is a 31 Teacher school (including) Principal, 23 Class Teachers, 5 Learning Support Teachers, and 2 Part-time Resource The school is a coeducational school.

St Patrick's, Stamullen operates within the regulations laid down from time to time by the Department of Education and Skills and the school is dependent on the grant and teacher resources provided by the department of Education and Skills. School policy in all areas must have regard for the resources and funding currently available.

St Patrick's, Stamullen follow the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 to 30 of the Education Act (1998).

Within the context and parameters of the Department regulations and programmes, the rights of the Patron as set out in the Education Act (1998) and the funding and resource available, St Patrick's N.S, Stamullen supports the principles of,

- **inclusiveness particularly with reference to the enrolment of children with a disability or other special educational need.**
- **equality of access and participation in the school.**
- **parental choice in relation to enrolment.**
- **respect for diversity of values, beliefs, traditions, languages and ways of life in society.**

St Patrick's N.S., Stamullen opens at 8.50am and the Board of Management does not accept responsibility for pupils before 8.50am. School concludes for all infants at 1.30pm daily and at 2.30pm for all other pupils.

Application Procedures

Parents/Guardians who wish to enrol pupils for St. Patrick's N.S, Stamullen, Should submit the pupil's details to the school and state the year for which they wish the pupil to begin in our school. Parents/Guardians will be requested to fill in an application form provided by the Board of Management. The application form includes such information as:

- **Pupil's name, address, D.O.B.**
- **Names and addresses of Parents/guardians**
- **Contact telephone numbers, e-mail address**
- **Details of any medical conditions which the school should be aware of.**
- **Religion**
- **Previous school attended (if any)**
- **Some consent issues**

Failure to complete this form in full may result in a refusal to admit a student.

Decision Making

The Board of Management is bound by the Department of Education and Skills for National Schools which provides that pupils may only be enrolled from the age of four years and upwards, though compulsory attendance does not apply until the age of six years. All decisions in relation to enrolment are made by The Board of Management of the school in accordance with school policy. As far as is practicable, having regard to the school's enrolment policy, children will be enrolled on application provided there is space available. The Board will endeavour to keep the no. of pupils in each class as low as possible and the maximum no. of children in any class will be 32 except in exceptional circumstances. In the event of the number of applications for enrolment exceeding the number of places available, the following criteria will apply in the decision making process:

- The child must be 4 on/or before May 31st.
- Whether there are siblings of the proposed new entrant already at the school.
- Where the pupil resides in the Parish of Stamullen.
- Where the family resides in the traditional catchment area of the school.
- Where the pupil is a son/daughter of a current staff member.
- Where the child comes from a Catholic background.
- Age will be the final determining factor
- If the child is four after May 31st and there are places available, at the request of the parents, the school will carry out an assessment of the child's suitability to start school (parents must agree to the assessment) and a decision will be taken based on the result of the assessment. The results will be binding.
- If the parents/guardians are unhappy with the outcome of the enrolment process they may choose to pursue a Section 29 Appeal.

The Board shall exercise its discretion in the application of the criteria.

Admission Day

Ordinarily pupils are admitted to the school on September 1st. If however, a family moves into the catchment area during the school year, the Board will consider their application provided there is space available.

Enrolment of children with Special Needs

When a child with special needs is being enrolled, the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available the Board will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to provide the support services required.

Following receipt of the report the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required it will, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include access to the provisions of any or a combination of the following;

- Visiting teacher service.
- Resource teacher of special needs.
- Special needs assistant.
- Specialized equipment or furniture.
- Transport services.

The school will meet the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting these needs. If necessary, a full case conference involving all parties will be held, which may include parent/guardians, principal, class teacher, learning support teacher,

special class teacher, resource teacher for special needs or psychologist as appropriate.

It may be necessary for the Board of Management to defer enrolment of a particular child,
pending the provision of an assessment report and/or the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and/or medical report.

Pupils Transferring

Pupils may transfer to the school at any time subject to school policy, available space and in some cases, the approval of the Department of Education and Skills.

Under the Education Welfare Act (2000), the Board will request and must receive information concerning attendance and the child's educational progress.

Code of Behaviour

Parents/guardians are requested to familiarize themselves with the school code of behaviour.

Christopher Moore (Acting Chairperson)

Board of Management:

Date: 21st. April 2015