



Dromin National School

Enrolment/Admissions Policy

The following document is divided into three (3) sections:

1. Introduction
2. General Information
3. The Specific Procedures for Enrolment/Admission

Introduction

This Enrolment/Admission Policy is set out in accordance with the provisions of the Education Act 1998.

The Board of Management trusts that the following policy will assist parent(s)/guardian(s) in relation to Enrolment/Admission matters and furthermore, the Chairperson of the Board of Management Fr. M. Murtagh, Parochial House, Dunleer, Co. Louth, and the Principal Teacher, Mr. Sean Clare, contact address and telephone number as above, will be happy to clarify any further matters arising from the following policy.

General Information

Scoil Naomh Finnian, Dromin National School, Dromin, Dunleer, Co. Louth, telephone number 041-6851564, is a Roman Catholic school and our Patron is Cardinal Sean Brady, Archbishop of Armagh.

There are five teachers in our school, including the Principal and one Learning Support Teachers. The school is a mixed school with a range of classes taught which include:

1. Language – Gaeilge and English
2. Social, Environmental and Scientific Education (SESE) – Geography, History and Science
3. Arts Education – Visual Arts, Music, Drama
4. Social, Personal and Health Education (SPHE)
5. Mathematics
6. Physical Education
7. Religious Education

The school is dependant on the grants and teacher resources provided by the Department of Education and Science and it operated within the regulations laid down, from time to time by the Department. The school policy must take regard to the resources and funding available at any one time.

The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available, the school supports the principles of:

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

The school day commences each morning with assembly at 9.20am and the school day ends at 3.00pm. The school day comprises five (5) hours and forty (40) minutes. This day is reduced for Junior Infants and Senior Infants only, to four (4) hours and forty (40) minutes. Thus the school day ends for Junior and Senior Infants at 2.00pm.

A calendar of school closures and holidays will be prepared as early as possible in the school year and a copy will then be made available to parent(s)/guardian(s).

Procedures for Enrolment:

Junior Infants:

Parent(s)/Guardian(s) who wish to have their child(ren) enrolled in Junior Infants must do so by written application only, i.e. by Enrolment Application Form. All applications must be forwarded to the school before the end of April of each year. This will facilitate planning for the following school year. Only in exceptional circumstances will applications be accepted after this period. The Board will communicate generally to the school community through appropriate channels, e.g.

Newsletter, Parish Bulletin, and/or other appropriate media, outlining the Application for Enrolment Procedures.

The following information will be required from the Enrolment Application Form:

- Pupils name, Address, Date of Birth
- Names and addresses of pupil's Parents/Guardians
- Contact Telephone Numbers
- Contact Telephone Numbers in case of Emergency
- Details of Any Medical Conditions which the School should be aware of
- Name and Contact Telephone Number of Family Doctor
- Religious Denomination
- Previous school(s) attended and reason(s) for transfer if applicable
- All other information required as per Enrolment Application Form

Admissions:

Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy. The Education Welfare Act 2000 specifies that the Board of Management will be required under the terms of the Act to notify parent(s)/guardian(s) of their decision within twenty-one (21) days of receiving such information as will be prescribed by the Minister under the Act.

The Board as a general principle will enrol children on application provided that there is a space available. In determining enrolment the Board of Management shall take into account Department of Education and Science regulations regarding:

- staffing provisions
- maximum class size
- maximum class average
- any other relevant requirements concerning accommodation such as physical space
- the educational needs and rights of children already enrolled
- multi-grade classes
- the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

In the event that applications for enrolment exceeds/is expected to exceed the number of places available, the Board shall apply the following criteria when deciding which applicants should be accepted:

1. Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is over subscribed on the basis of this criterion, then places will be allocated on a "first come first served" basis.
2. Families whose primary residence is in the immediate area, i.e. including the town lands of Dromin, Mulacurry, Hoatstown, Rathcoole, Knockdinnon, Rathescar, Mooremount, Greenlanes, Cappogue, Richarstown, Cluide,

Toberdoney, Ballymageara. If the class is over subscribed on the basis of this criterion, then places will be allocated on a “first come first served” basis.

3. Children of current teaching staff.
4. Children of parents who are past pupils of the school. If the class is over subscribed on the basis of this criterion, then places will be allocated on a “first come first served” basis.
5. If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. (First come first served).

In the event of a child not obtaining a place on the grounds of age, priority will be given in the subsequent school year.

Admissions Day/Date:

The Board of Management as a general rule can only allow Junior Infants to be admitted to the school on 1st September unless exceptional circumstances arise.

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 Science.

The Education Welfare Act 2000 contains some specific new provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child’s educational progress, should be communicated between schools.

Right of Appeal

Section 29 of the Education Act of 1998 provides for a right to appeals against a decision to refuse enrolment. Parents/guardians may appeal any such decision of the Board of Management of Dromin NS by following the procedures outlined in Section 29 of the Education Act (1988). The procedures are available to view on www.education.ie.

Code of Behaviour:

The school will append its Code of Behaviour to the School’s Enrolment Policy.