**Enrolment Policy**

Tang N.S.

Roll No. 08037Q

Tang National School serves the people of the community of Tang. It is a Catholic school that has been established with the Minister of Education and Science having as it Patron Most Reverend Tom Deenihan, the Bishop of Meath. It aims at promoting the full harmonious development of all aspects of the person of the pupil – intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. This Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church and promotes the formation of pupils in the Catholic faith.

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

**Application Procedure**

1. Parents who wish to enrol their child in junior infants or subsequent years in the school must complete a pre-enrolment application form.
2. Written application is required to be received by 5th December, preceding the autumn starting date for junior infants.
3. Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy.
4. Prior to the autumn starting date parents will receive a junior infant package giving all necessary details. If so requested they may meet with the school principal or class teacher.
5. Parents will be made aware that neither the completion of an application form nor the placing of their child on a waiting list confers an automatic right to a place in the school. No processing of applications can be made before the closing date for applications, fixed by the Board of Management.
6. Inaccurate information on the application form renders it null and void.

**Enrolment Criteria**

 While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Tang National School is also responsible to respect the rights of the existing school community, and in particular, the children already enrolled at the school. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests 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 the following considerations:

1. Size of/available space in classrooms.
2. Availability of grants and teacher resources provided by the Department of Education and Science.
3. Educational needs of children of a particular age.
4. Multi-grade classes.
5. Presence of children with special educational/behavioural needs.
6. Department of Education and Science maximum class average directives.
7. As a general principle, and in so far as practicable having regard to the school’s admission/enrolment policy, children who apply will be enrolled in accordance with the criteria below, provided there is space available. The school will endeavour to ensure that a policy of respect for every child is operated and that **no child** is refused admission for reasons of ethnicity, special education needs, disability, language, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.
8. In making its decision, the Board will have regard to the relevant Department of Education and Science guidelines in relation to class size and staffing provisions and any other relevant requirements concerning accommodation, including physical space and the health safety and welfare of the child.
9. The Board will set out clear guidelines for the enrolment of children transferring from another school.
10. The Board is bound by the Department of Education and Science rules for National Schools and the Education (Welfare) Act 2000. Children may only be enrolled from the age of 4 years upwards, though compulsory attendance shall not apply until the age of 6 years. Discretion is granted to the Board in relation to the age for admission within these years.

In the event that applications for enrolment exceed available spaces, applicant children will be enrolled strictly in accordance with the following criteria and in that order. If the number of applicants under category (i) & (ii) outnumbers the places available, children will be prioritised and enrolled in order of age, beginning with the eldest. The same applies to the other categories should places then be available.

***Priority will be given to:***

1. Children whose home address is closest to Tang N.S.

1. Brothers and sisters of children who are already enrolled in the school.
2. Children of current permanent staff, including ancillary staff;
3. Children who reside within the parish boundaries but within closer proximity to a neighbouring school.
4. Children who live outside the parish boundaries will be offered a place in the school only if there are vacancies after the groups (i) to (iv) outlined heretofore are fully catered for.

In order to accommodate enrolments from groups (i) to (iv) the Board may have occasion to operate a cut off in age of applicants particularly if there is pressure for places in the school. Other pupils may be enrolled during the school year *(if* *newly resident in the area)* provided accommodation is available in the school.

 Pupils wishing to transfer from other schools to Tang National School will only be accepted if space is available for them in the relevant classes. They will only be accepted subject to the rules governing National Schools *(Rule 64)* and the school’s current enrolment policy. Under the terms of the Education Welfare Act (2000) information concerning attendance and the child’s educational progress must be provided by the school from which the child is transferring. Parents of the pupils wishing to transfer must outline in writing to the Board in a clear plausible and coherent manner the reasons why the pupil in question is seeking admission to the school.

 Should parents wish their child/children to be excluded from Religious Education, they will need to put their wishes in writing. Their child will remain in the classroom completing other work during Religious Education.

**Enrolment of Junior Infants**

Admission/enrolment of junior infants normally takes place in the autumn of the first day of the new school year. If a child is not four years of age before 1st September, then he/she cannot be enrolled.

**Appeals**

* 1. Parents who are unhappy with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal and lodged within ten days of receiving the final refusal.
	2. If unhappy with the outcome of this appeal, they may then appeal to the Department of Education and Science on the official form provided by this Department. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

**Enrolment of Children with Special Needs.**

 Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management. The school promotes the integration of pupils with special educational needs and supports the principles of:

1. Inclusiveness, particularly with reference to the enrolment of children with a

disability or other special educational needs.

1. Equality of access and participation in the school.
2. Parental choice in relation to enrolment.
3. Respect for the diversity of values, beliefs, traditions, and ways of life in society.

In relation to applications for enrolment of children with special needs, the Board of Management will request a copy of the child’s medical and/or psycho-educational report(s) or where these reports are not available will request that the child be assessed. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relative to his/her disability or special needs and to plan the support services required.

 The Board will determine if and how the school can meet the needs specified in the report and may request further support provision from the Department of Education and Science prior to the enrolment of the child. The school will meet with the child’s parents to discuss the child’s needs and the school’s suitability or capability in these circumstances. If necessary, a case conference may be convened involving all parties concerned. This conference may include parents, principal, class teacher, psychologist, resource or learning support teacher and members of the Board of Management as appropriate.

 Children enrolled in the school will be required to co-operate with and support the school/Board of Management’s Code of Behaviour as well as other policies on curriculum, organisation and management. The Board of Management places Parent/Guardians responsible for ensuring that children co-operate with all school policies in an age-appropriate way. In accordance with the Department of Education and Science’s Rules for National Schools and NEWB Guidelines, a pupil may be suspended.

**Exceptional Circumstances**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. For example, such an exceptional case could arise where either

1. the pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the pupil with an appropriate education, or
2. in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

The parents of any pupil who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998 and, in such circumstances, should be advised in writing of their entitlement to such an appeal.

**Review**

 The policy statement will be reviewed and evaluated on an ongoing basis.

**Ratification and Communication**

This policy was presented to the Board of Management at its meeting held

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 On behalf of the Board of Management.