



RCN No:20113285

**Dunderrow National School**

**Roll No: 169400**

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Principal: Triona Hannon

Deputy Principal: Helen O'Callaghan

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## ***Admissions/Enrolment Policy Dunderrow National School***

The Board of Management of Dunderrow National School has set the following Admissions/Enrolment Policy in accordance with the provisions of the Education Act 1998. The BOM trusts that by so doing, parents will be assisted in relation to enrolment matters and that the furthermore, the Chairperson of the Board of Management, Mr. Seamus McCarthy and the Principal, Triona Hannon of Dunderrow National School, Dunderrow, Kinsale, Co Cork will be happy to clarify any further matters arising from this policy.

Dunderrow National School is a vertical Catholic school under the patronage of his Lordship, Bishop Fintan Gavin of the Diocese of Cork & Ross and the Department of Education & Skills.

Dunderrow National School depends on the grants and the teacher resources provided by DES and it operates within the regulations laid down from time to time by the Department. The school policy must have regard to the resources and funding available. Dunderrow National School follows the curricular programmes prescribed by the Department of Education & Skills, and may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998)

Dunderrow NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

And

Dunderrow NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

### **Admission of Pupils**

Attendance at school is compulsory from 6 to 16 years of age.

A child may not be allowed to attend or be enrolled in a National School before the fourth anniversary of his/her birth (Rule 64.1).

No child may be refused admission to a National School on account of the social position of his/her parents, nor may any pupils be kept apart from the other pupils on the ground of social distinction (Rule10).

1. An open evening for parents will be held in October the year before the proposed year of enrolment. Parents on this evening will receive an information pack and also the Application for Admission Form. This Admission Form must be returned within a 3 week period of the open evening. An open day for the new junior infants will be held towards end of May/early June. Completed Registration Form with an original Birth / Adoption Certificate and Baptismal Cert if applicable, must be returned to the school on this day or at a later date if moving into the area to live.
2. The names of children for whom Enrolment Application forms and Birth/ Adoption Certificates and Baptismal Cert if applicable, having been returned, will be placed on a class waiting list.
3. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs & values, family or social circumstances.
4. While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Dunderrow National School is also responsible to respect the rights of the existing school 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 BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:
  - a. size of/available space in classrooms
  - b. educational needs of children of a particular age
  - c. multi-grade classes
  - d. presence of children with special educational/ behavioural needs
  - e. DES maximum class average directives (currently a maximum average of 28 children)
5. 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 BOM 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 & sisters (including step-siblings, resident at same address) of children already enrolled.
  - b. Children living within the school catchment area.
  - c. Children of current school staff
  - d. 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.
6. There is an Open Day held in May/June of each year.
7. Other pupils are enrolled during the school year (if newly resident in the area) or if space is available in a particular class at the beginning of each term.

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. The Act was implemented over the period 2000 – 2002.

8. At any time of the year, a parent may transfer his/her child from one National School to another, either with the consent of the Minister for Education & Science or when the transfer is made because of a change of the ordinary residence of the child.

9. Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools. When an application is made in respect of pupils between the ages of 4 & 6 years, the Principal teacher shall ascertain from the parent whether the pupil was previously enrolled in another National School and if so, he should request the parent to obtain a certificate to that effect from the Principal teacher of the school which the pupil previously attended. This certificate will be retained in the roll book of the particular class in which the pupil is enrolled.

If there is a vacancy, a Principal teacher, must admit and enrol a child who is transferred at any time of the year either with the Minister's consent or because of change of address, whether or not the child has a certificate from his previous school Principal.

The Principal teacher of the school from which the child is removed must give the parent on demand the certificate prescribed.

On enrolment to school the Principal will inform the previous school, in writing that the child has been enrolled (NEWB)

10. New Junior Infants spend one informal period in school in May/June to familiarise themselves with their new environment.

11. Pupils with special needs.

a. The Board of Management may request a pupil to be assessed immediately (on enrolment) if no assessment is available. This report will (a) assist the school in establishing the education and training needs of the pupil. (b) profile the support services required. Board of Management can assess how the school can meet the needs specified in this report. If extra resources are required the B.O.M. may, prior to enrolment, request the D.E.S. to provide such resources, i.e. resource teacher, S.N.A., specialised equipment furniture, transport services etc.

b. The Board of Management may deem it necessary to defer enrolment of the particular child pending

- receipt of assessment forms
- provision of resources by the D.E.S. to meet the needs of the child.

12- Gifted Children:

Dunderrow National School recognises that exceptionally gifted children may be registered pupils of this school. Curriculum planning by individual teachers will ensure that the resources of the school, teaching and material, will be applied to such children to maximise their potential.

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. Code of Behaviour. See Policy on Website [www.dunderrowns.ie](http://www.dunderrowns.ie)

15. 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, & management. The BOM places Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate ways.

16. RETENTION OF PUPILS in general pupils are promoted to the next class every year. However if a child on the grounds of age, ability, prolonged illness, or other mitigating circumstances a child may, following consultation with parents, may repeat a year.

17- A child removed from the rolls in accordance with these terms shall at any time after he/she was so removed and at the request of his/her parents or guardian be re-enrolled in the school, notwithstanding any alteration to the enrolment policy in the school which may have occurred during the period when the child was not on the rolls and subject only to there being a place available in the school. (Education Welfare Act)

18-Section 29 of the Education Act 1998, gives parents (and students who have reached the age of eighteen) the right to appeal certain decisions made by the school's Board of Management on enrolment, or a person acting on behalf of the Board of Management, to the Secretary General of the Department of Education & Skills.

This Policy has been ratified by the Board of Management on

Signed:   
Seamus McCarthy  
Chairperson Board of Management

Date: 12/09/2022

Signed:   
Triona Hannon  
Principal

Date: 12/09/2022

This policy is reviewed annually to meet the changing demands of the school.