

**Clondrohid N.S.
Clondrohid
Macroom
Co Cork
026-61800**

Enrolment and Admissions Policy

The Board of Management of Clondrohid National School outlines in this document the school's enrolment and admissions policy which has been developed in accordance with the provisions of the Education Act 1998 and the Educational Welfare Act 2000.

Background

- ❖ Clondrohid National School is a Catholic, co-educational school under the patronage of the Catholic Bishop of Cloyne.
- ❖ Clondrohid National School is a 15 teacher school, consisting of 8 mainstream teachers, 4 special teachers, 2 special class teachers and 1 administrative principal.
- ❖ An early intervention class was established in September 2014 to cater for pupils with an A.S.D. diagnosis. In September 2016 a Junior ASD class was established.
- ❖ The school day commences at 8.50am and ends at 1.30 pm for infant classes. The school day ends at 2.30 pm. for all pupils.
- ❖ The mid –morning break is from 10.50 am to 11.00 am and the lunch break is from 12.30 pm to 1.00 pm daily.
- ❖ The school calendar, detailing school holidays and breaks for the subsequent school year, is circulated to parents in June each year.

General Enrolment Principles

- ❖ Equality of access is the key value that determines the enrolment of children to Clondrohid National School, no child is refused admission for reasons of ethnicity, disability, language/accent, gender, traveller status, asylum seeker status, religious/political beliefs and values, family or social circumstances.
- ❖ In the event that the number of children seeking enrolment in any given class/standard exceeds 30, the following criteria will be used to prioritise children for enrolment:
 - Brothers and sisters of children already enrolled – priority to eldest.
 - Children living within Clondrohid catchment area.
 - Children whose home address is closest to the school (as defined by a straight line on the Ordnance Survey Map) if the child is normally resident outside of Clondrohid parish.

- ❖ While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Clondrohid National School is also responsible to respect the rights of the exiting 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 Board of Management reserves the right to determine the maximum number of children in each separate class/classroom bearing in mind:
 - Size of and available space in classrooms.
 - Educational needs of children of a particular age.
 - Multi grade classes.
 - Presence of children with diagnosed special educational /behavioural needs.
 - DES maximum class average directives.
- ❖ Enrolment application decisions are made by Board of Management of Clondrohid National School in accordance with school policy and selection criteria. Section 19(3) of the Educational Welfare Act 2000, obliges a Board Management to make a decision in respect of an application for enrolment within 21days of receipt of enrolment application and notify the parents/guardians in writing of that decision.
- ❖ Parents /guardians will be expected to accept in writing the place offered to them within 21 days of the offer being made. As a general principle and in so far as possible, pupils will be enrolled on application, provided suitable accommodation is available.
- ❖ An information evening for parents/guardians of all children who hope to register for the first time in the following September, takes place in June each year.
- ❖ Pupils wishing to transfer from other schools are enrolled subject to rules governing National Schools, as well as our own school's enrolment policy.
- ❖ All 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 entrusts parents /guardians with the responsible of ensuring that their child/children co-operate with said policies. These policies may be added to and revised from time to time.

<p>Enrolment Procedures for Children in Mainstream Classes.</p>
--

- ❖ Parents seeking to enrol their child/children in a mainstream class in Clondrohid National School are required to forward a fully completed enrolment application form, with an original Birth Certificate to the school by March 1st each year. If places are available late application will be accepted. Enrolment application forms are available through the school secretary on 026 61800.

Enrolment Procedures for the Early Intervention and Junior ASD Classes.

- a) In September 2014 an early intervention class for pupils with Autism, aged 3 years to 5 years was established at Clondrohid National School in accordance with Department of Education and Skills criteria. The Class is intended to meet the needs of pupils with complex educational needs arising from their diagnosis of Autism, meeting DSM IV/V or ICD diagnosis criteria.
- b) The Early Intervention Special Class provides accommodation for a maximum of 6 pupils and has a staffing allocation of one teacher and two infant day Special Needs Assistants.
- c) Pupils starting school and enrolling into Early Intervention Class will require a recommendation from the H.S.E. through North Lee Autism Services or the NCSE through the local SENO, that Clondrohid National School is an appropriate educational setting.
- d) The school's Early Intervention Class enrolment application form must be completed and all copies of medical /psychological reports and other relevant professional reports where available, must be included with the application.
- e) S.E.N. provisions should be in place prior to registration and enrolment.
- f) Children with special educational needs mature and develop and their learning needs change over time. For this reason, and to ensure that the special class remains the most appropriate educational setting for pupils enrolled, it is important that their educational placement is kept under regular review. Arrangement may also be made for the appropriate inclusion of children with special educational needs to attend mainstream classes, according to their level of need and attainment
- g) In September 2016 a Junior ASD special class was established. In addition to the criteria as outlined in a (f) above for enrolment of pupils in the Early Intervention Class, parents wishing to enrol a child in the Junior ASD class (as a progression from the school's Early Intervention Class or for the first time in our school) must also provide a recent report from a recognised professional stating that a Junior ASD classroom is an appropriate educational setting for the child.

Appeals.

- ❖ Where any child is refused admission following completion of an enrolment form for a place in Clondrohid National School the Board of Management will advise the parents/guardians of their right to appeal to the school's Patron and The Department of Education and Skills, as per section 29 of the 1998 Education Act.

Review of This Enrolment Policy.

- ❖ This enrolment policy will be reviewed by the Board of Management of Clondrohid National School as necessary.

Signed: _____ Chairperson Date: _____