



## **Enrolment Policy**

### **Introduction**

S.N. Br. Mícheál Ó Cléirigh, Creevy, Ballyshannon Co Donegal is a Catholic School under the patronage of the Bishop of Raphoe, Bishop Philip Boyce. The current number of teachers is ten including the principal, seven classroom teachers, and two learning support teachers. Classes of boys and girls from Junior Infants to Sixth Class are catered for.

S.N. Br. Mícheál Ó Cléirigh depends on grants and teacher resources provided by the Dept. of Education and Science and decision making within the school can be curtailed by the funding made available.

## **ENROLMENT POLICY**

1. Parents seeking to enrol their child(ren) in S.N. Mícheál Ó Cléirigh / Creevy N.S. are requested to return a completed Enrolment Application Form (available in the office) with an original Baptismal Certificate, where applicable, to the school by end of January each year to ensure a place on the waiting list.
2. The names of children for whom Enrolment Application forms and Baptismal certificates have 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/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and 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 Creevy N.S. 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. Dept of Education & Science maximum class average directives

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. Children living within the school catchment area
  - b. Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled.
  - c. Children outside the school catchment area who wish to attend the school and have no brothers or sisters in the school will be placed on a waiting list and can be enrolled subject to conditions (4: a - e) outlined
6. Other pupils are enrolled during the school year (if newly resident in the area)
7. 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.
8. New Junior Infants spend one informal period in school at the end of June to familiarise themselves with their new environment.
9. 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.
10. Notwithstanding the availability of such resources, parents of children who are dissatisfied with the level of education 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.
11. Children enrolled in our school are required to co-operate with and support the School/Board of Management's Code of Discipline as well as all other policies on curriculum, organisation and management. The BOM places Parents/Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended. These policies may be added to and revised from time-to-time.

## **Ratification**

This policy was ratified by the BOM on: 23<sup>rd</sup> November 2010

Signed: Fr. Cathal Ó Fearraí  
Chairperson, Board of Management

Next review date: November 2013