

Enrolment Policy

1. Parents seeking to enrol their child(ren) in Ballynacally NS are requested to return a completed Enrolment Application Form (available in office) with an original Birth/Adoption Certificate to the school by 31st May each year.
2. The names of children for whom Enrolment Application forms and Birth/Adoption 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/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 Ballynacally NS 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 the 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 to a maximum average of 24 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 and sisters (including step-siblings, resident at same address) of children already enrolled – priority to oldest.

- b) Children living within the parish (in the case of parish schools) – priority to oldest
- c) Children of current school staff – priority to oldest.
- d) Children whose home address is closest to the school (as measured by a straight line on an OS map if the child is normally resident outside the parish, /agreed catchment area.
- e) 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 a Registration Week in May of each year in line with the policy of all the primary schools in the parish.

7. Other pupils are enrolled during the school year (if newly resident in the area).

8. Pupils wishing to transfer from other schools re enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.

9. New Junior Infants spend one/two informal periods in school at the end of June to familiarise themselves with their new environment.

11. 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.

12. 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.

13. 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 children) 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.

Conclusion

ENROLMENT POLICY

FOR

BALLYNACALLY NATIONAL SCHOOL

This policy has been formulated following consultation with Teachers, Parents and the Board of Management. It is an integral part of our School Plan as prescribed by DES guidelines.

Pupils will be eligible for enrolment in the above school once they have arrived at their fourth birthday before September 1st of the year of enrolment. The school cannot accept pupils into Junior Infants who have not reached this age. It is the policy of the school to recommend to parents whose children are just four years old that they will benefit greatly from waiting until the following year to enroll, if at all possible. This is in the best interests of the child. A child whose birthday is very close to September 1st may not have the same maturity of his/her peers. It is our policy to recommend to the parent to wait if at all possible until the following year. We have noticed in the past that parents wishing to return to the workplace are sometimes eager for the child to go to school to facilitate this return. In these cases we discuss this issue with the parent(s), conscious of the fact that it's ultimately the parent's decision.

In this context, only pupils who are 4 years of age before June 1st will be admitted to Junior infant class.

We accept pupils from within our traditional catchment area. If approached by a parent from outside our catchment area we inform them of this at the outset of any meeting. In any event we communicate with schools in the locality out of courtesy and thereafter we abide by DES guidelines with regard to pupils transferring from one school to another during the school year.

As a rural school with a Catholic ethos we welcome pupils of all denominations and nationalities equally. We do not operate an enrolment restriction or capping policy of any description at this present time.

NOTE:

- ✚ Only pupils who are four (4) years of age before June 1st will be admitted to Junior Infant Class
- ✚ Pupils must be 6 years of age on or before September 1st upon entering First Class
- ✚ Pupils may not repeat a school grade, except under special educational circumstances where the class teacher, parents, learning support/resource teacher and DES Inspector agree that such is warranted.