

Scoil Bhríde Enrolment Policy

1. Parents seeking to enrol their child(ren) in Scoil Bhríde NS are requested to return a completed Enrolment Application Form (available from the school secretary) together with an original Birth / Adoption Certificate to the school.
2. The names of children for whom Enrolment Application Forms and Birth/ Adoption Certificates have been returned, will be placed on a 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 (BOM) of Scoil Bhríde 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. Department of Education and Science (DES) maximum class size under DEIS [Delivering Equality of Opportunity in Schools] Band 1 Urban 22 pupils maximum in classes Junior Infants to Sixth Class inclusive
5. Parents / Guardians will be invited, by advertisement in a local newspaper and Parish newsletter, to enrol their child(ren) on or before a specified date in the year

- of intended enrolment.
6. In the event of the number of children seeking enrolment exceeding the number of places available, the following criteria will be used to prioritise, in order, children for enrolment:
 - a. Children who are at least four years of age or older on the 1st September in the year of intended enrolment and have brothers and/or sisters (including step-siblings, resident at same address) already enrolled – priority to oldest
 - b. Children who are at least four years of age or older on the 1st September in the year of intended enrolment and are living within the Roman Catholic Parish of St. Peter and Paul, Portlaoise, Co. Laois at the date of the application or its environs defined in the schedule hereto shall have priority over children who do not live in this area at the time of application– priority to oldest
 - c. Children of current school staff who are at least four years of age or older on the 1st September in the year of intended enrolment – priority to oldest
 - d. In the event of being unable to enrol a child(ren) from categories (a), (b), or (c), in a given class, such children will receive priority on a waiting list, for vacancies arising in that school year or for enrolment in the subsequent school year.
 7. Should places for children having a priority under Section 6 be limited in the number of places available, such places shall be allocated by a draw of lots.
 8. Procedure for a Draw of Lots:
 - (a) The Board of Management may, if it thinks fit, appoint one or more persons to act as scrutineers upon allocation of places or upon any draw of lots for any places.
 - (b) Where the allocation of any places is required by a draw of lots or to allocate place by any preferment, such procedures used shall be as prescribed beforehand and the record of same shall be recorded and the record of same shall be retained by the school.
 9. Any application that would otherwise receive a prioritisation under Section 6 above but received after the specified date in the year of intended enrolment shall not have the priority in Section 6 above, it might otherwise be entitled to. Thereafter, places shall be allocated on a first come first served basis, in order of the date of application. Where applications are received on the same day places shall be allocated by a draw of lots as outlined above. Where places are limited in the number of places available a waiting list will be established from which any places, which become available, will be allocated. Places will be allocated from the waiting list, as they become available, to children who are, at the time the place becomes available,

living within the Roman Catholic Parish of St. Peter and Paul, Portlaoise, Co. Laois or its environs defined in the schedule

10. Other pupils are enrolled during the school year (if newly resident in the Roman Catholic Parish of St. Peter and Paul, Portlaoise, Co. Laois or its environs defined in the schedule), subject to places being available (Section 4).
11. 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.
12. Where parents remove their child(ren) from Scoil Bhríde N.S., and are not moving from the locality or transferring their child(ren) to a special school, they must apply to the Board of Management if they are seeking to re-enrol their child(ren) in the school.
13. There is an annual meeting in the school for prospective parents held in May/ June, where Junior Infants spend an informal period in school to familiarise themselves with their new environment.
14. 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.
15. 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
16. 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 way. In accordance with the school's Code of Behaviour and the DES Rules for National Schools, a child may be suspended or expelled.
17. These policies may be added to and revised from time-to-time.

SCHEDULE

The Environs shall mean the area within the development boundary for Portlaoise, Co. Laois within the meaning of the Planning & Development Acts on February 1st in the year prior to the year of intended enrolment.

Signed: _____
Mons. J. Byrne, P.P.,
Chairperson, Board of Management
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