

# Scoil Chearbhaill Uí Dhálaigh

## **ADMISSION POLICY 2010**

This policy has been set out by :-

The Board of Management of Scoil Chearbhaill Uí Dhálaigh in accordance with the provisions of the Education Act 1998. In so doing the Board of Management trust that parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management and the Principal Teacher will be happy to clarify any further matters arising from the policy. Both can be contacted at the above address.

Scoil Chearbhaill Uí Dhálaigh is a vertical co-educational, Catholic Primary School under the Patronage of Cardinal Desmond O'Connell, Archbishop of Dublin.

There are 18 teachers in total, 14 class teachers, 3 Learning Support Teachers, 1 Part-time Resource Teacher and a Principal Teacher. It is funded by the Department of Education and Science and school policy must have regard to the resources and funding available.

Curricular programmes prescribed by the Department of Education and Science are followed.

All children, irrespective of linguistic, social religious background, nationality, learning or physical disability are welcome in Scoil Chearbhaill Uí Dhálaigh. The school was founded to serve parents in the area who wished their children to be educated through the medium of Irish. In the allocation of school places, preference is given, therefore, to children who are being brought up through Irish or children who come from Irish Language backgrounds.

While recognising the rights of parents to enroll their child in the school of their choice, the Board of Management of Scoil Chearbhaill Uí Dhálaigh must also respect the rights of the existing school community and, in particular, the pupils already enrolled. This requires balanced judgements which are guided by the principles of natural justice and acting in the best interest of all children concerned. Parents are required to sign an agreement to support the school in implementing Riail na Gaeilge and the code of Discipline. The Board of Management reserves the right to determine the maximum number of pupils in each class.

## Application Procedures

### **Junior Infants**

- Pupils must be 4 years of age before September 1<sup>st</sup> of the year they wish to be enrolled.
- Applications are accepted from 1<sup>st</sup> Sept of the year **prior** to the year the child is due to commence school.
- Application forms (F1), available from the school, should be completed and returned **before December 31<sup>st</sup>** of the year **prior** to the year their child is due to start school.
- The child's name will be placed on a list of applicants for the appropriate year.
- **Completion of the application form does not guarantee a place in the school.**
- Parents/Guardians receive a letter confirming that their child has been placed on a list of applicants for the appropriate year and that the school will be in contact with them in January of the year their child is due to start school (L1). The Board of Management will determine annually the number of pupils to be enrolled in junior infants.
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- The applications are processed in January. The order of preference is as follows:
  1. Children who are being brought up through Irish
  2. Siblings of existing/past pupils
  3. Children of past pupils
  4. Children of teachers currently on the teaching staff
  5. Children who attended a Naíonra
  6. Date of birth
  7. Proximity to the school
  8. Failure to attain a place the previous year
- A letter offering a place to the successful applicants will be sent in January of the year the child is to start school. An attached acceptance/refusal slip and Birth or Birth and Baptismal cert must be returned by the specified date (L2). Failure to do so will be taken to mean that a place is no longer being sought for the applicant.
- When all available places have been allocated the remaining parents will be so informed and that their application will remain current until 30<sup>th</sup> Sept of that year. And that they have the right to appeal this decision under Section 29 of the Education Act. [L3]

- Places that become available due to rejections of offers are then offered to the remaining applicants, as above, with a new final date for acceptance/rejection of the offer. (L2)
- An information evening for prospective parents will be held annually in April.

### **Appeals Procedure for refusal to Enrol**

If an applicant fails to secure a place, parents/guardians can appeal within six weeks (42 calendar days) from the date of receipt of notification of that decision, under Section 29 of the Education Act.

There are three steps in this process:

1. The parents and Board of Management should seek to resolve the matter locally. Parents of children who have failed to secure a place in the school, therefore, should state their case in writing to the Chairperson of the Board of Management without delay.
2. If stage 1 above fails, the Appeals Committee may appoint a facilitator who will seek to reach agreement between the parties.
3. If stage 2 above fails, appeals will be referred for hearing to an Appeals Committee. The appeal will normally be held within 30 days from the receipt of the appeal by the Secretary General of the Department of Education and Science. Appeals must be made on a Section 29 Appeals application Form, available from the Appeals Administration Unit of the DES, Ballymahon Rd., Athlone, Co. Westmeath.

### **Enrolment in a class other than Junior Infants**

Children for whom Gaeilge is the language of the home or who are attending a Gaelscoil may be enrolled in Classes other than Junior Infants if there is a place in the appropriate class. Children who wish to transfer from a school that is not a Gaelscoil may be enrolled if there is a place in the appropriate class, following an interview with the principal and the class teacher to determine whether the admission is in the interests of all parties concerned. [F2]

### **Children with a disability or other special educational needs**

Application for enrolment of children with a disability or with special educational needs should be made on the standard application form (F1) and **must** be made before December 31<sup>st</sup> of the year prior to the year the child is to start school and must be accompanied by a detailed medical report of the child's disability/educational needs supported by medical reports, assessments' and/or Psychologist's report. If such reports are not available the Board of Management may request that the child be assessed.

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. Transfers of children with special needs will only be considered if at least six months notice of application is given in order to allow time to apply to the Department of Education and Science for resources to put the necessary support/specialised equipment/personnel in place.

*The Board of Management may defer enrolment of a child with disability/special needs pending assessment reports.*

**Signed on behalf of Bord Bainistíochta Scoil Chearbhaill Uí Dhálaigh.**

\_\_\_\_\_ (Chairperson) Date: \_\_\_\_\_

**This policy will be reviewed as deemed necessary.**