

Scoil Bhreandáin Naofa St. Brendan's National School

Enrolment Policy

While meeting its Catholic ethos St. Brendan's welcomes children of all denominations.

1. The catchments area of the school is the Parish of Eyrecourt.
2. Attendance at school is compulsory from 6 years of age.
3. A child may not be allowed to attend or be enrolled before the fourth anniversary of his/her birth. Enrolment will be on the first day of the school year for new pupils.
4. Parents seeking to enrol their children are requested to return a completed Enrolment Application Form with an original Birth/Adoption Certificate to the School by June 1st each year. Forms are available from the office.
5. The names of children for whom enrolment Application forms have been received will be placed on a class waiting list.
6. 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.
7. While recognising the rights of parents to enrol their children in the school of their choice, the Board of Management of St. Brendan's 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 B.O.M. reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a) Size and 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

8. In the event of the number of children seeking enrolment in any given class/standard exceeding the number so places available, preceding or during the school year (due to the B.O.M. being unable to provide suitable accommodation or recruit the required teaching staff) the following criteria will be used to prioritise children for enrolment:
 - a) Brother and Sisters (including step-siblings resident at same address) of children already enrolled – priority to oldest.
 - b) Children living within the parish –priority to the oldest.
 - c) 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.
 - d) In the event of being unable to enrol a child/ren from categories a or b in a given class at the beginning of the year, or mid-year, such children will receive priority (in order of a,b) for the subsequent school year over other children on the class waiting list.
9. Other pupils are enrolled during the school year (if newly resident in the area).
10. 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 arrangement with other schools. Pupils who have completed sixth class in another primary school must not transfer to another primary school to repeat sixth class.
11. New Junior Infants may spend an informal period in school at the end of June to familiarise themselves with their new environment.
12. Children with special needs will be resourced in accordance with the level of resources provided by the DES to the B.O.M.
13. Children enrolled in our school are required to co-operate with and support the School/BOM Code of Behaviour 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 DES's Rules for National Schools a child may be suspended.
14. Transfer to other Primary Schools:

At any time of the year a parent may transfer his/her child from one National School to another, either with the consent of the Minister, or, when the transfer is made because of a change of the ordinary residence of the child.

When an application is made in respect of pupils between the ages of 4 and 6 years the Principal Teacher shall ascertain from the parent whether the pupil was previously enrolled in another National School and if so, he/she should request the parent to obtain a certificate to that effect from the Principal Teacher of the school which the pupil previously attended. This certificate should be retained in the Roll book of the particular classes in which the pupil is enrolled.

If there is a vacancy, a Principal Teacher must admit and enrol a child who is transferred at any time of the year either with the Minister's consent or because of change of address whether or not the child has a certificate from his previous Principal.

The Principal Teacher of the school from which the child is removed must give the parent on demand the certificate prescribed.

A child removed from the rolls in accordance with the terms of rule 62 (2) (c) shall at any time after he/she was so removed and at the request of his/her parents or guardians be re-enrolled in the school notwithstanding any alterations to the enrolment policy in the school which may have occurred during the period when the child was not on the rolls, and subject only to there being a place available in the school.

This policy will be subject to review by the BOM as rules of enrolment and circumstances warrant.