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St. Brigid's N.S.
Dangan
Kilmore
Carrick-On-Shannon
Co. Roscommon

Enrolment Policy

Board Of Management

Chairperson;	Bernard Donohue
Secretary;	Clare Caslin (Principal)
Treasurer;	Edel Boyle (Parent Representative)
Parent Representative	Joe Shannon
Staff Member;	Derek Gannon
Community Members;	Sinead Cryan Micheál Bourke
Patron Nominee;	Father Stephen Ezenwegbu

Introduction

The Board of Management of Dangan National School, hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act (1998) and the Education Admissions Act (2018). The Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

General School Information

Name of School: Dangan National School, Kilmore, Carrick On Shannon,
Co. Roscommon

Telephone Number: (071) 9637003

Dangan National School is a Roman Catholic school under the patronage of the Diocese of Elphin. We aim to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school to:

- make decisions on all applications in an open and transparent manner consistent with the Mission Statement of the school and the ethos of the school legislative requirements.
- make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.
- put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Legal Framework

The school is subject to The Education (Admission to Schools) Act 2018, The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Dangan National School follows the curricular programmes laid down by the Department of Education and Science which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998).

Aims Of Enrolment Policy

The school shall have in place appropriate channels of communication and procedures to:

- inform parents about the school, its activities, and procedures
- enable applications for admission to the school to be handled in an open, transparent manner
- put in place criteria under which applications shall be considered and to ensure that these criteria are clearly evident in our Mission Statement, the Ethos of our School and the current legislation
- specify what information is required by the school at the time of application

Staff

Principal:	Clare Caslin
Deputy Principal:	Derek Gannon
Mainstream Teacher:	Ciara Devane.
SEN Teacher:	Michelle Prior
Special Needs Assistants:	Mary McCarthy
	Joan Smyth
	Rachael Lavin

Class Groupings

	2018/19	2019/20 Onwards
Junior Classroom	Junior & Senior Infants	Junior & Senior Infants
Classroom 2	1 st , 2 nd , & 3 rd Class	1 st & 2 nd Class
Classroom 3	4 th , 5 th & 6 th Class	3 rd & 4 th Class
Classroom 4	-	5 th & 6 th Class

Our school supports the principles of:

- Equality of access and participation
- The right of parents/guardians to choose a particular school
- Respect for diversity of values and beliefs in modern society

Application Procedure

- Enrolment forms for infant pupils available in February.
- Prospective parents/guardians may contact the school personally or by phone.
- An enrolment forms shall be signed and returned to the school authorities.
- All Junior Infants will start school on the first day of the new school year in August/September.
- Pupils who are four years of age by the 1st September may be enrolled.

- Where applicants exceed the number of places available, preference will be given to children in the following order:
 - children residing within the parish
 - siblings of pupils already enrolled in the school
 - children of staff members

Following on from this pupils will be allocated available places according to age, with priority given to the eldest child on the list and so on as far as space allows.

- If an occasion for enrolment occurs during the school year, this shall be at the start of a school term unless due to unforeseen circumstances. This shall be discussed and decided by the Board Of Management.
- The local community shall be made aware of enrolment dates by school circulars to parents, Mass announcement or notice in local papers.
- Decision making in relation to enrolments shall be made by the B.O.M. in accordance with school policy and departmental guidelines.
- A refusal for enrolment may be due to present or future class size, staffing provisions or lack of physical space.

Enrolment Of Pupils With Special Needs;

- The B.O.M. may request a copy of child's medical and/or psychological report or where such is not available, request that the child be assessed immediately.
- The purpose of an assessment report is, to assist the school authorities, in establishing the educational and training needs of the child, relevant to their disability or special needs and to seek appropriate support services.
- The DES may be requested to provide resources to meet the needs of the child, as stated in their report.
- A deferral of enrolment may occur, pending the availability of assessment report or the provision of appropriate resources by the DES.

Pupils transferring from other schools;

Pupils may transfer in accordance with school policy and availability of space. Previous school may be contacted concerning the child's educational progress and attendance. (Educational Welfare Act, 2000).

Code of Behaviour and Discipline

This shall be included with enrolment form and information pack.

Rules And Regulations In General

- School Day : Opening Time: 9.20 a.m.
Lunch Break: 12.30p.m.
Closing Time: Infants 2.00 p.m.
Other Classes: 3.00 p.m.
- Code of Discipline shall be issued to all parents at time of request for enrolment.
- Full school uniform will be worn unless instructed otherwise. Boys: navy trousers, white polo shirt or shirt, grey v-neck jumper, black shoes. Girls: Navy skirt or navy uniform trousers, white polo shirt or shirt, grey v-neck jumper, navy tights/socks, black shoes.
- All pupils in Junior and Senior Infants should be collected from school at 2 o'clock and will not be supervised until 3 o'clock in other classrooms by other teachers.
- Second class pupils shall be prepared for the Sacrament of Penance and Eucharist.
- Sixth and fifth class pupils shall be prepared for the Sacrament of Confirmation.
- Healthy eating policy is in place in the school.
- Reason For Absence note to be filled as explanation for non-attendance.
- Slippers must be worn indoors.
- No mobile phones or chewing gum allowed.
- Parent-Teacher meeting once a year usually in November/December. However parents/guardians are welcome to make an appointment to speak with a teacher if they feel it is required.
- Annual school report will be issued in June.
- Results of standardised tests will be forwarded to the Department of Education and Skills as of and from June 2012.
- Compensation to be made for damaged property.
- Pupils are expected to participate in all school activities unless a medical condition prevents this. A medical certificate must be produced to verify this.

Ratification And Communication:

This policy was reviewed and amended on the 12th February 2019.

This policy was ratified by the Board of Management on 13th February 2019.

Implementation And Review

The Policy is currently being implemented and will be reviewed in 2022.

Signed: _____

Date: _____

Chairperson

Signed: _____

Date: _____

Principal