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

## Enrolment Policy

### Board Of Management

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

### 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 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**

**Telephone No. 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. Roman Catholic schools provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic faith. As such, we observe Catholic practices i.e. First Communion, Reconciliation, and Confirmation. Prayers are also recited daily. We enroll pupils of other faith or no faith in the school and respect their beliefs and practices. Parents are welcome to view the Catholic religion programme taught. The school cannot undertake to educate children of other faiths in their own faith, nor can it provide supervision during the religious education period apart from the class.

As a Catholic school, religious education is provided for pupils in accordance with the doctrines, practices and traditions of the Catholic Church. Catholic children will be provided with religious experiences that will help them to develop their faith, such as prayer and sacramental preparation. In addition to these activities, children may also learn about other beliefs, teachings and practices of the great religious traditions of the world, as they arise through the primary school curriculum, i.e. feasts and festivals of the world, Chinese New Year etc. with a particular focus on Christianity. This type of learning is open to, and inclusive of, all children, regardless of their faith background. Children from all faith traditions and none are therefore welcome to participate in the religious education programme that the school provides.

Pupils who wish to opt out of the religion programme may wish to participate in choirs, art, drama, celebrations and other aspects of the school support for the sacramental programme.

A student who has been allowed to opt out of an activity will not be given tasks less favourable than the other children.

**All students** will be invited to participate and celebrate in sacramental events and ceremonies.

In the senior classes children of different faiths will be given an opportunity to explain their beliefs to their classmates.

Other practical situations may arise from time to time that require the school to consider making accommodations for children who do not share the Catholic faith. In most circumstances the school should be in a position to bring these to the attention of parents in order to plan well in advance for such eventualities. At an enrolment meeting and also at the commencement of each academic year, parents can request to view the Catholic programme for the forth coming year to assist with queries/ advance planning. Any events deemed to be religious will be included in the programme.

Children of other faiths will be invited but are not obliged to attend all Catholic religious celebrations in the school. Individual children, with parental consent, can be invited to read special prayers/texts promoting core values such as respect and tolerance, which are common to many faith groups. Parents may decide to excuse their child from school for the duration of any of these celebrations. Appropriate procedures are in place to facilitate any such request e.g. written notification to the principal teacher. From time to time it might happen that we do not have prior notice of certain religious occasions or visits, in these situations we will endeavour to contact the parents in so far as possible.

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
- To 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 and

- To 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

Section 9 (j) of the Education Act 1998 specifies, that "A recognized school shall ...Subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school".

Section 15 (2) (d) states the Board of Management shall "publish .... The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents' choice are respected".

Section 27 (1) states that "A Board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school" and (2) that "the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers".

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school's Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information "make a decision in respect of the application concerned and inform the parent in writing thereof"

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of "gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community" regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

## Goals

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

- To inform parents about the school, its activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To 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
- To 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

## Class Groupings

Junior classroom:	Junior Infants and Senior Infants
Middle Room:	First class, Second class, and Third class
Senior classroom:	Fourth class, Fifth class and Sixth class.

While the school staff will make every effort to follow the curricular programme prescribed by the D.E.S., it must be taken into consideration that this may, at times be inadequate, due to lack of funding and thereby inadequate resources.

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

### Roles and responsibilities in developing and implementing this policy:

#### Roles of Board of Management

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board.
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
  - a) For the purposes of fostering and appreciation of learning among students attending the school and
  - b) Encouraging regular attendance at the school on the part of all students

#### Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained

- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child and the parents.
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

### **Role of Teaching Staff**

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.

### **Role of Students**

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

### **Role of Parents**

- To support the policy and to co-operate fully with the school in its implementation

- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

### Application procedure

- Enrolment forms for infant pupils available in March.
- Perspective parents/guardians may contact the school personally or by phone.
- An enrolment form 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 1<sup>st</sup> September may be enrolled.
- Where applicants exceed the number of places available, preference will firstly be given to children residing within the catchment area, secondly to siblings of pupils already enrolled in the school. Thirdly, children of staff members and following on from that pupils will be allocated available places according to age, 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 quarter unless due to unforeseen circumstances. This shall be discussed and decided by the B.O.M..
- 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, lack of physical space or the inability of the B.O.M to provide adequate specialised facilities for a pupil with special needs.

### 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 class pupils shall be prepared for the Sacrament of Confirmation.
- Healthy eating policy and anti litter policy are in place in the school.

- Assessment will be made by standardised tests, class tests and teacher observation.
- Parents should be notified of school activities by school leaflets, textaparent or notes in child's homework notebook.
- Reason for Absence note to be filled as explanation for non-attendance or early leaving.
- 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 if they feel the need to discuss any anxiety or problem re. school and their child's education.
- Annual school report will be issued in June following class tests.
- 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:

The Board of Management asked that we review our Enrolment Policy during October 2017. This policy was reviewed and amended as deemed necessary during Croke Park Hours on 5<sup>th</sup> October 2017.

This policy was ratified by the Board of Management on December 12<sup>th</sup> 2017.

### Implementation and Review

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal

