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| **St Ibars NS.** **Castlebridge,****Co. Wexford.****Tel: 053 9159442****Fax: 053 9159442****Website:** www.castlebridgens.ie**E-mail:** castlebridgens@gmail.com  | Logo |  **Scoil Naomh Iobhar.** **Castlebridge,** **Co. Wexford.** **Eugene Byrne** **(Chairperson of Board)** **Edward Lyons (Principal)** |

Scoil Naomh Iobhar, Castlebridge ,Wexford, Co. Wexford

Roll number : 18707 S

Phone number : 053-9159442

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Admissions and Participation Policy

1 : Introduction

* 1. This admissions’ policy has been drawn up under Section 15 (2) (d) of the Education Act (1998) and in accordance with constitutional and legislative requirements, the Rules for National Schools and the relevant circulars of the Department of Education and Science. The Board of Management trusts that by so doing , parents will be assisted in relation to enrolment matters and that furthermore, the Chairperson of the Board of Management – Eugene Byrne – and the Principal Teacher – Edwards Lyons – will be happy to clarify any further matters arising from the policy.
	2. Scoil Naomh Iobhar is a Catholic school under the patronage of the bishop of Ferns, Bishop Denis Brennan.
	3. There are twelve teachers on the Staff - Administrative Principal, nine mainstream class teachers, two LS/RT teachers. We also have two part time LS/RT teachers.
	4. Scoil Naomh Iobhar is a co-educational school where a full range of classes are taught – Junior Infants to Sixth class.
	5. The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. School policy must have regard to the resources and funding available.
	6. Scoil Naomh Iobhar follows the curricular programmes prescribed 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)
	7. Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding available, the school supports the principles of :

- inclusiveness, particularly with reference to enrolment of children with a disability or other special educational need ;

- equality of access and participation in the school. ;

- parental choice in relation to enrolment ;

- respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

* 1. The school will be open to receive pupils at 9.10 a.m. each morning. The school day begins at 9 . 20 a.m. and finishes at 3 . 00 p.m. Pupils are expected to be punctual. Junior Infants and Senior Infants finish at 2 . 00 p.m. each day.

Application Procedures

1. : New Entrants
	1. The Board shall admit applicants who

(a) have not been previously enrolled in a national or primary school and

 (b) are resident in our catchment area in Castlebridge parish, or

 © who have brothers or sisters attending school here.

2.2 Applications under section 2.1 should, normally, be made during March / April, prior to September enrolment.

3 : Applications transferring from another school

3.1 The Board of Management of Scoil Naomh Iobhar shall, subject to the Rules for National

 schools, admit to school any applicant for admission who

1. has previously been enrolled in a national or primary school and who is applying for admission to Scoil Naomh Iobhar on change of residence into our catchment area in Castlebridge parish.
2. has previously been enrolled in a national or primary school and who is applying for admission to Scoil Naomh Iobhar and living outside our catchment area. They may enrol only at the beginning of a new school term.

 3.2 Applicants transferring from another school will be required to provide a certificate

 of attendance and school reports.

4 : Non Discrimination

4.1 The Board shall not discriminate against admission to school or participation in school of

 any application on the basis of social class, religion or race .

4.2 Parents / Guardians of children with special needs are welcome to apply for admission of

 their child to Scoil Naomh Iobhar, Castlebridge.

4.2 (1) In relation to applications for the enrolment of children with special needs, educational or physical disability the Board of Management will request a copy of the child’s medical and / or psychological report or, where such a report is not available, to request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his / her disability or special needs and to profile the support services required.

4.2 (2) Following the receipt of the report, the school will meet with the parents / guardians of the child to discuss the child’s needs and the school’s suitability or capability in meeting those needs.

5 : Provision of Key Information by Parents / Guardians

5.1 Certain information will be required by the Board when children are being enrolled – An

 enrolment application form will be provided by the Board for this purpose. Such

 information will include :

* Pupil’s name, date of birth, address and PPS number ;
* Names and addresses of pupil’s parents / guardians ;
* Occupation of pupil’s parents / guardians ;
* Contact telephone numbers ;
* Contact telephone numbers in case of emergency ;
* Family doctor / Telephone number
* Details of any medical conditions which the school should be aware of ;
* Religion ;
* Previous schools attended, if any, and reasons for transfer, if applicable ;
* Any other relevant information.
* Does the child have any special educational needs /Is the child in receipt of any support from relevant agencies ,eg language support.

6 : Decision Making

6.1 The decisions in relation to applications for enrolment are made by the Board of

 Management in accordance with school policy. The Board will notify parents / guardians

 of their decision within 21 days of receiving the completed application form.

* 1. The Board of Management is bound by Department of Education and Science’s Rules for

National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.

6.3 Parents / Guardians are requested to read a copy of the School Rules and to sign a

 statement re same. Pupils are bound to co-operate with and support the school’s Code of

 Behaviour, as well as other policies on curriculum, organisation and management. The

 Board of Management places Parents / Guardians responsible for ensuring that their

 child / ren co-operate with such policies.

7 : Right of Appeal

5.1 Under Section 28 (1) (a) of the Education Act (1998) a parent may appeal against a

decision not to enrol a child in school. This should be made in writing to the Board of

Management through the Chairperson within a reasonable time, normally two weeks, of the

decision being made.

Board of Management,

Scoil Naomh Iobhar, Castlebridge.

Implementation and Review

The implementation of this Admissions and Participation policy commenced in June 2011 . Review took place in November 2014.

Next review took place during and amendments were made accordingly. Most recent review took place during and amendments were made.

Ratification and Communication

This amended policy was ratified by the Board of Management of Scoil Naomh Iobhar, Castlebridge, on 19th of November 2018. Parents may view this policy at the school, by appointment with the Principal.

Signed : ………………………..

 (Chairperson B.O.M.)