



Enrolment Policy

The Board of Management (B.O.M.) of Clonegal N.S. wish to state that our enrolment policy is set out in accordance with the provisions of the Education Act 1998. The B.O.M. trusts that parents will be assisted in relation to enrolment matters and that furthermore, the chairperson of the B.O.M. Rev. J. Fleming P.P., Parochial House, Clonegal, and the principal Mrs. Anna Cosgrave, Clonegal N.S., will be happy to clarify any further matters arising from the policy.

Clonegal N.S., Enniscorthy, Co. Wexford, Roll No. 17514C is a Catholic school in the dioceses of Kildare and Leighlin under the patronage of the Bishop. It is a six teacher mixed school, including the principal, and with an extra shared Resource Teacher. There are four classroom teachers, an ASD Unit teacher, a full time Learning Support teacher and a part-time Resource teacher. The school depends on the grants and teacher resources provided by the Department of Education and Science and operates within the regulations laid down by the Department. School Policy is determined by the resources and funding available.

Clonegal N.S. 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. Within the context and parameters of the Department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resource available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
- 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.

Application Procedure

The B.O.M. invites parents who wish to enrol children in Junior Infants for September to fill in an Enrolment form in February of that year. The exact date for enrolment will be communicated to the school community through the school newsletter, the school website, local notes in the newspapers and in the parish bulletin.



Provision of Key information by parents

The B.O.M. will require certain information when children are being enrolled. Parents will be required to fill out an application form, which includes:

- Pupil's name, age and address
- Names and addresses of pupil's parents/guardians
- Contact telephone numbers
- Contact telephone numbers in case of emergency
- Details of any medical conditions which the school should be aware
- Religion
- Previous schools attended, if any, school reports and reasons for transfer, if applicable
- Any other relevant information (including any other information as may be prescribed under the Education Welfare Act 2000)

A copy of the child's birth certificate should also accompany the application form.

The B.O.M. of Clonégall N.S. will not accept responsibility for the failure of parents to disclose relevant details concerning the welfare of their children, including medical or psychological reports. Information received by the school is strictly confidential and will only be used to provide adequate resources for the child. Children transferring from other schools may be assessed through standardised tests as applied to the other children in the school.

Decision-making

The decisions in relation to applications for enrolment are made by the B.O.M. of Clonégall N.S. in accordance with school policy. As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled, on application, provided that there is space available. Should class numbers exceed D.E.S. guidelines; pupils may not be allowed enrol.

The Boards criteria for enrolling children will be bound by the D.E.S.'s rules for National Schools which provides that pupils may only be enrolled from the age of 4 and upwards.

The criteria also include:

- Whether other siblings of the proposed new entrants are already attending the school
- Parish boundaries
- Children of staff members
- First come, first in
- Lottery



Admission Day

Junior Infants will only be admitted to the school at beginning of academic school year.

Enrolment of Children with Special Needs

In relation to the enrolment of children with special needs the B.O.M. will require a copy of the child's medical and/or psychological report or where such a report is not available, will 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.

Following receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the board deems that further resources are required, it will, prior to enrolment, request the Department of Education and Science to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The School will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full-case conference involving all parties will be held, which may include parents, principal, class teacher, remedial teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

The board may decide to defer enrolment of a particular child, pending:

- the receipt of an assessment report; and/or
- the provision of appropriate resources by the Department of Education and Science to meet the needs specified in the Psychological and/or medical reports.

Pupil's transferring

The board of management stresses that pupils may transfer to the school at any time subject to school policy, available space and in some cases, the approval of the Department of Education and Science.

It is anticipated that parents will adhere to all school policies including our code of discipline.