



Scoil Aonghusa Community National School  
Carrigoon, Mallow, County Cork  
Phone: 022 - 55314 or 087 – 1474329  
Email: info@scoilaonghusacns.ie



## **Enrolment Policy**

### **Introduction**

This policy is set out in accordance with the provisions of the Education Act, 1998. The manager trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the manager and the principal teacher will be happy to clarify any further matters arising from the policy.

### **General information**

Scoil Aonghusa C.N.S. operates within the regulations laid down by the Department of Education & Science and follows the primary school curriculum prescribed by the Department of Education & Science which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education Inspectorate.

Scoil Aonghusa Community National School is a co-educational Primary School which is under the patronage of Cork Educational Training Board. Scoil Aonghusa C.N.S. is one of eleven Community National Schools nationwide. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Aonghusa CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Scoil Aonghusa C.N.S. is a multi-belief school. It is the policy of Scoil Aonghusa C.N.S. to respect, celebrate and recognise diversity in all areas of human life. Children attending Scoil Aonghusa C.N.S. will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Scoil Aonghusa C.N.S. welcomes children from all faiths and none. In common with the other Community National Schools under Education and Training Board patronage, Scoil Aonghusa C.N.S. will recognise the wishes of parents to have their children receive religious education, or morality based education as an integral part of the school curriculum.

Scoil Aonghusa C.N.S. opened in September 2014. The school is currently temporarily located in Carrigoon on the grounds of Mallow GAA complex. When our new school building is completed in 2017, we will transfer to the site in Castlepark. Scoil Aonghusa Community National School is a developing school and caters for the full range of Primary classes, from Junior Infants to Sixth Class.



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Under the patronage of Cork Education and Training Board, a Management Board will be established. In the interim, Scoil Aonghusa C.N.S. will continue to be managed by a single manager, Mr Liam Ahern. The Manager/Board of Management will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The Manager/Board of Management will fully subscribe to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

In view of the pilot nature of the new patronage model and population change within the area served by the school, this admissions policy will be subject to regular review and possible change.

Classes commence at 9.00 a.m. and finish at 1.40 p.m. for Infants and 2.40 p.m. for all other classes.

### **Enrolment Procedures**

These procedures will be subject to regular review by the manager/board of management.

Enrolment 2017/2018 is only being accepted for Junior Infant, Senior Infant and First Classes unless a parent/guardian wishes to transfer their child from a school outside the Mallow area. These pupils' siblings will also be accepted for enrolment in 2017/2018.

- Applicants must be at least four years of age before the 1<sup>st</sup> day of September of the year in which they apply. (Compulsory attendance at school does not apply until the age of 6 years)
- Junior Infants starting school will not be enrolled after 30<sup>th</sup> September.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

- Priority will be given to children in category 1.
- In the case where the number of children who meet the criteria for category 1 exceeds the amount of places available, all category 1 children will be ordered according to chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 1 have been allocated a place, children in category 2 will be ordered by chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 2 have been allocated a place, children in category 3 will be ordered by chronological age and priority will be given to the eldest.

- In the event that there are still places available in the school after all children in Category 3 have been allocated a place, children in category 4 will be ordered by chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 4 have been allocated a place, children in category 5 will be ordered by chronological age and priority will be given to the eldest.
- In the event that there are still places available in the school after all children in Category 5 have been allocated a place, children in category 6 will be ordered by chronological age and priority will be given to the eldest.
- In the event that more than one child shares the same date of birth, applications will be ordered by date and time of submission and priority will be given to the first.

**Category 1:**

- Brothers and sisters (including step-siblings, resident at same address) of children applying for each year group. The child must have turned four years of age by June 30th 2017. (Applications must be submitted by February 28th 2017 with relevant documentation.)

**Category 2:**

- All other children. The child must have turned four years of age by June 30th 2017. (Applications must be submitted by February 28th 2017 with relevant documentation.)

**Category 3:**

- Late applicants (applicants after February 28th 2017) who have turned four years of age by June 30<sup>th</sup> 2017.

**Category 4:**

- Brothers and sisters (including step-siblings, resident at same address) of children applying for each year group born between July 1st and August 31st. (Applications must be submitted by February 28th 2017 with relevant documentation.)

**Category 5:**

- All other children born between July 1st and August 31st. (Applications must be submitted by February 28th 2017 with relevant documentation.)

**Category 6:**

- Late applicants born between July 1st and August 31st

**Registration Procedure for New Pupils**

Registration will take place until the 28<sup>th</sup> of February. All applications received on or before this date, will be processed and responded to within 21 days of the closing day for the submission of applications.

Applications for places made after this date will only be considered when the initial waiting list is cleared and places will be offered on a chronological age basis, with priority being given to the eldest children.



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To assist parents with their applications and to provide information on Scoil Aonghusa Community National School, an enrolment evening will be held in the school, in January before the closing date for applications. Dates and times will be forwarded to applicants. Enrolment forms are obtainable from the school administrative office in Scoil Aonghusa CNS. Enrolment forms can be requested by emailing [info@scoilaonghusacns.ie](mailto:info@scoilaonghusacns.ie) or can be downloaded from the school website: [www.scoilaonghusacns.ie](http://www.scoilaonghusacns.ie)

Requests for enrolment forms and completed enrolment forms should be made to:

*Principal  
Scoil Aonghusa Community NS  
Carrigoon  
Mallow  
Co. Cork*

**Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with the enrolment policy. Application forms will only be accepted from 1st September, the year prior to enrolment.**

It is the duty of parents to ensure that with the application form the school has received:

- An original long form Birth Certificate **and**
- A household bill/statement with proof of address

If the school does not receive this documentation with the enrolment application the application will not be processed.

### **Return of Forms of Acceptance**

Letters of offer for places in Junior Infants will initially be made by post. All completed acceptance forms must be returned to the address shown above within one week of the letter of offer. The exact date will be stated on the offer letter. It is the duty of parents to ensure that, by that date, the school has received:

1. An original long form Birth Certificate (together with a photocopy)
2. A fully completed acceptance form
3. All other documents sent along with acceptance form requesting a signature

If the school does not receive the fully completed documentation by the nominated date, the single manager/BoM will assume that the place is not being accepted and the place will be offered to the next child on the waiting list.

### **Waiting List**

Unsuccessful applicants will be informed in writing by post of their place on the waiting list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

There will be an introductory meeting for parents of incoming Junior Infants in June of the year of entry.

### **Equality of access**

No child is refused admission for reasons of religion, special educational needs, disability, language, gender, social status, ethnicity, or political beliefs & values.

In relation to applications for the enrolment of children with special needs, the school will meet with the parents of the child to discuss the child's needs. It is open to the school to 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. Parents will wish to note that some supports must be approved by the National Council for Special Education.

### **Sharing of Information**

On occasion children will transfer in to our school or may transfer from our school to another. In this event the school will seek or share information related to the child/children with the other educational establishments.

### **Evaluation**

The single manager/BoM will monitor the implementation of all aspects of the policy and review and amend the policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Positive parental feedback

### **Monitoring Procedures**

The implementations of this policy will be monitored by the single manager/BoM at the appropriate time. It will also be referred by the principal for consideration by the full staff at the same time. The principal will report to the board of management/single manager regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete.

### **Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed every year. Any staff member, board member, parent, guardian or student who is unhappy with the



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content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. This policy will be reviewed in September 2018.

**Signed:**

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**Liam Ahern, Manager**

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**Kealan Buckley, Acting Principal**

**Date:**

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### **Appendix 1 – Enrolment on Transfer**

Transfers into classes, other than Junior Infants and Senior Infants from children enrolled in another school will not be permitted unless the child is moving into the catchment area, or the child has a brother or sister starting in the infant classes.

Offer of places will be in line with accepted good practice and dependent upon their being space in the required class group.

Parents of transferring children with Special Educational Needs will wish to note, as previously outlined, that some supports must be approved by the National Council for Special Education. Applications to the NCSE must be made promptly and therefore applications for enrolment and documentation to support such returns to the NCSE should be made in a timely manner. Otherwise, the student may not have adequate supports approved and in place when they take their place in the class group.