



Scoil Cheile Chríost Rathmore N. S.

Rathmore, Naas, Co. Kildare

Telephone: 045 862145 Fax: 045 862952

Email: office.rathmorens@gmail.com

Web: www.rathmorens.ie

Principal: Mr. Robbie Jameson

Deputy Principal: Ms. Caitriona Lancaster

Enrolment Policy

General

This Policy is set out by the Board of Management in accordance with the provisions of the 1998 Education Act. It is the wish of the Board that this document will assist parents/guardians in relation to enrolment matters. The Chairperson of the Board Mr. David Hickey and the Principal Mr. Robbie Jameson will be happy to clarify any further matters regarding to the Policy.

It is school Policy in Scoil Chéile Chríost, Rathmore National School that we strive to ensure that all children enrolled are nurtured according to their needs.

School Information

Scoil Chéile Chríost, Rathmore National School, Rathmore, Naas, Co. Kildare. Telephone No: 045 862145, Fax: 045 862952, Email: office.rathmorens@gmail.com, Web: www.rathmorens.ie.

Scoil Chéile Chríost Rathmore National School is a National School with a Catholic Ethos under the Patronage of the Arch Diocese of Dublin. At present there are eleven Class Teachers, three LS/RT Teachers and a further Resource Teacher shared between Blessington Junior N.S. and Rathmore N.S. We have an Administrative Principal and two Full Time Special Needs Assistants (one on the Junior Infant day). It is a mixed gender school catering for children from Junior Infants to Sixth Class. We currently have a full time Secretary and a full time Caretaker/Cleaner.

Scoil Chéile Chríost Rathmore National School operates within the regulations laid down from time to time by the Department of Education & Skills and it depends on grants and teacher resources provided by the said Department. All school policies must have regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education & Skills in accordance with sections 9 & 30 of the 1998 Education Act. The school supports the principles of equality, respect for diversity and inclusiveness, with particular reference to children with disabilities and or special needs.

The school begins at 9.00 am and ends at 2.45 pm. The school day for children in the Infant Classes ends at 1.45 pm.

Application procedures for Admission to Junior Infants.

The enrolment process for the next school year normally takes place between the months of December to February with a closing date decided by the Board of Management each year. The closing date for enrolments for September 2017 is 22nd February. It is advertised through:

1. School Newsletter
2. The Annagaul
3. School Website/Parish Website
4. Mass Announcements
5. Notices on School windows
6. Verbal communication to existing pupils
7. Local Pre-School Facilities/Local Churches/GAA Club/Rathmore Hall/Kilteel Hall/Kilteel Inn
8. Emails sent to parents/guardians via the Aladdin Schools Programme
9. Schools Text a Parent System

The enrolment process is dependent on the Primary Circular relating to the regulations governing the appointment and retention of teachers in primary schools for the coming school year. Such offers of enrolment will be made as soon as possible after said circular is received by the Board of Management by the DES or 21 days after the closing date whichever is later.

- A Form of Enquiry (Appendix 1), which is available from the school office and on the school website www.rathmorens.ie, is required to be completed and returned to the school.
- Contact is made with parents who have completed a Form of Enquiry to confirm interest in the month of February.
- An Enrolment Application Form is then sent to those still seeking to enroll pupils in Scoil Chéile Chríost Rathmore National School requesting the following information:

1. Child's Name, address, age, birth/adoption certificate,
2. Names, addresses of child's parents, guardians (Copy of utility bill as proof of address)
3. Contact telephone numbers /email addresses
4. Details of medical conditions of which the school should be aware
5. Details of disabilities/special needs
6. Religion. (Baptismal Cert where applicable)
7. Previous schools attended if any
8. Reasons for transfer if applicable
9. Names of siblings enrolled or previously enrolled in Scoil Chéile Chríost Rathmore National School
10. Any other relevant information.

A list of applications to enroll is held by the school.

Application for admission to classes during the school year will be dealt with on a "first come - first served" basis following the receipt of the Enrolment Application Form and Birth/Adoption Certificate. Applications for admission to classes other than Junior Infants for the following school year will be dealt with under the criteria below following receipt of the Enrolment Application Form and Birth/Adoption Certificate and will be responded to by mid-June at the latest. All applications will be dated, recorded and filed.

Decision Making

While recognizing the right of parents to enroll their child in the school of their choice the Board of Management of Scoil Chéile Chríost Rathmore National School is also responsible for respecting the rights of the existing community and in particular, the children already enrolled. This requires balanced judgments. Assisting the school in such circumstances the Board of Management reserves the right to determine the maximum number of pupils in each separate classroom bearing in mind:

1. Children **must** be 4 on starting school in infant class.
2. Size of / available space in classrooms,
3. Educational needs of children of a particular age,
4. Multi-grade classes / presence of children with special educational / behavioral needs,
5. Current pupil teacher ratio of 28:1
6. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum seeker/refugee status, religious/political beliefs and values, family or social circumstances.

In establishing priority the following criteria apply where it is not possible to accommodate all applicants (criteria are in priority order):

1. Brothers & sisters (resident at same address) of children already enrolled.
2. Catholic children living within the catchment area/parish.
3. Catholic children living outside the parish catchment area who do not have a catholic school in their own parish.
4. Other children living in the parish/catchment area.
5. All children who apply to the school outside the parish/traditional catchment area are entitled to a place in school if there are vacancies in the school after groups 1-4 have been allocated places.

If there is pressure for places the Board of Management will operate a cut off in age of applicants for Junior Infant Classes only.

In order to accommodate groups 1-3 the Board of Management may have to operate a cut off in age of applicants to give places to groups 1-3 if there is pressure for places in the school. In the event of being unable to enroll a child from the categories 1, 2, 3 in a given class in the beginning of a year, or during the school year such children will receive priority in order 1, 2, 3 for the subsequent school year over other children on the class waiting list.

It should be clearly understood that where an offer of enrolment is refused in any given year, a new application must be made for the following year.

Parents/guardians of all applicants will be informed of their application within 21 days of the closing date set each year or after receipt of the DES circular on Appointment and Retention figures whichever is later. If you are refused a position for your child in Rathmore National School you may seek, in writing, to have the Board of Management review your case.

Admission Day/Date

Junior Infants are normally only admitted to the school on the first school day of the new year.

Children with Disabilities/Special Needs

When an Enrolment Application Form is received on behalf of a child with a disability/special needs the Board may seek the child's Medical and or Psychological Report. If it is not available the Board may request that the child be assessed immediately. This will assist the school in establishing the needs of the child and in profiling the support services required if deemed necessary; the Board will request the provision of extra resources from the Department of Education & Skills prior to enrolling the child. The needs of the child and the school's capacity to fulfill those needs will be discussed with the child's parents/guardians.

Transfer of Pupils

Pupils may transfer to Scoil Chéile Chríost Rathmore National School at any time subject to School Policy, available space and in some cases, the approval of the Department of Education & Skills. The school will seek records of the child's attendance and educational progress in order to ensure that the school can best meet their needs once the child is enrolled.

School Policies

School Policies on Discipline, Child Protection and Bullying will be supplied along with a formal offer of places to successful applicants. The Enrolment Offer Form together with an assurance that these policies have been read and accepted must be signed and returned to the school within 7 days. This timeframe will be strictly adhered to.

At this stage the following additional information will be sought.

- Emergency Contact Person
- Family Doctor
- Known Allergies/Medical Conditions
- Permission to treat minor cuts & grazes
- Permission to pass on details of phone numbers, addresses to HSE, Parents Committee etc.
- Permission to use mobile no for the school's Text a Parent Scheme.
- Permission to take photos of school events throughout the school year e.g. green schools, cross country, football and to use photographs for school notice boards, newsletters, newspapers and school website.
- Email addresses as end of year pupil reports, receipts for monies paid, letters from school etc are sent home electronically.

Induction day

During the summer term a meeting of the parents/guardians of the following September's new Junior Infants is held in the school. The Principal and the Class Teacher provide relevant information about school policies and procedures. In the interest of effective planning it is important that parents avail of the opportunity presented by this meeting to appraise the teacher of any perceived difficulties, education or medical on the part of their child.

An opportunity to introduce the incoming pupils and parents to the school, classroom and teacher will be organized between 1.45 pm and 2.45 pm in the month of June before the summer break.

Application Forms received after the official closing date will be dealt with subject to the aforementioned criteria, but without prejudice to the pupils whose enrolment has already been accepted.

This policy is subject to yearly review.

Ratified and adopted by the Board of Management on _____

Signed: _____

Chairperson, Board of Management.

Secretary, Board of Management.

Appendices

- Form of Enquiry
- Enrolment Application Form
- Enrolment Offer Form
- Enrolment Acceptance / Non Acceptance Form



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Form of Enquiry

Name of Child: _____

Date of Birth: _____ Proposed Year of Entry: _____

Gender: _____ Religious Denomination: _____

Address: _____

Nationality: _____ Home Telephone Number: _____

Mother's Name: _____ Email Address: _____

Mother's Mobile No: _____ Work No: _____

Father's Name: _____ Email Address: _____

Father's Mobile No: _____ Work No: _____

Submission of completed Form of Enquiry does not guarantee Admission.

We understand that this registration places the applicant pupil on a list of those requiring enrolment application for the year stated. I/We understand that this registration does not offer any preferment to the applicant pupil and does not guarantee any place for him/her either for the year requested or for any other year.

Signed: _____ Date: _____
Signature of Parent/Guardian

A full Application Form will be made available before the pre-Easter (during proposed year of entry) meeting of the Board of Management. Decisions will be made no later than 21 days after receipt of the Enrolment Applications at which time parents/guardians will be informed in writing.

Scoil Chéile Chríost Rathmore National School,
Rathmore,
Naas,
Co. Kildare

Year of Enrolment _____

Enrolment Application Form

Surname: _____ Christian Name: _____

Address: _____
(Copy of utility bill as proof of address is required)

Date of Birth: _____
(Birth/Adoption Certificate to accompany Application Form)

Religion: _____ Date/Place of Baptism: _____
(Please supply a copy of Baptismal Certificate. (If applicable)
This will be kept on record for Communion/Confirmation)

<u>Mum's Details</u>	<u>Dad's Details</u>
Mum's Name: _____	Dad's Name: _____
Home Phone No: _____	Home Phone No: _____
Mobile Phone No: _____	Mobile Phone No: _____
Work No: _____	Work No: _____
Email add: _____	Email add: _____
Mum's Occupation: _____	Dad's Occupation: _____

Marital Status: Married _____ Single _____ Other _____

Note: If a second separate communication is necessary (re: school reports, Parent Teacher Meetings etc) please give relevant information below:

Name	Address	Contact Numbers

Siblings previously or currently enrolled in Rathmore N.S. : _____

Class to which Admission is being Sought: _____

Previous School and Class: _____

Previous/Current Playschool/Creche: _____

Date for which Admission is being sought: _____

Reason for Transfer (if any): _____

Please turn over »

Doctor's Details

Doctor's Name:	Doctor's Address:	Doctor's Telephone Number:
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Medical Health Problems (i.e. Asthma, Allergies etc): _____

Disabilities/Special Needs:

To ensure we can best provide for your child needs, please fill in the following information (if applicable) and furnish any reports which would help in applying for additional resources if required:

Has your child been referred/or attending any of the following:

	Name	Address	Contact Details
Speech & Language Therapist:			
Educational Psychologist:			
Behavioural Psychologist:			
Optician:			
Hearing Clinic:			
Occupational Therapist:			

Please Note: All information provided is strictly confidential, and will only be shared with school staff on a need to know basis.

Signature of Parent(s)/Guardian: _____

Date: _____



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Enrolment Offer Form

School Year: _____

The Board of Management is pleased to offer _____

a place in _____ for _____.

We trust that this will be the start of a long and fruitful relationship. Please find enclosed an Enrolment Acceptance Form and a copy of relevant policies pertaining to our school. To ensure _____ place in Scoil Chéile Chríost Rathmore National School, it is necessary that you (a) read and (b) sign acceptance of these policies, and then return the signed Enrolment Offer Form to the school before _____.

We in Scoil Chéile Chríost Rathmore National School look forward to playing a meaningful role in your child's education.

Yours faithfully,

Robbie Jameson
Principal

Date:



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Enrolment Acceptance/Non Acceptance Form

I/we, the parents/guardians of _____ wish to accept / do not wish to accept the offer of a place in (Class) _____ for (Month/Year) _____.

Additional Information

- (1) Name and Address of Emergency Contact Person: _____
- (2) Family Doctor: _____ Doctor's Tel No: _____
- (3) Known Allergies: _____

- | | | |
|---|------------------------------|-----------------------------|
| Permission to use plasters and antiseptic cream on minor cuts/grazes. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Permission to take & use photographs of School Events to promote the school | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Permission to forward contact details to HSE | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Permission to forward contact details to Parents Association: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Permission to use Telephone Number for Text a Parent Service | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

I/We have read and hereby sign acceptance of the following policies:

Policy

- 1. Child Protection
- 2. Code of Behaviour (Draft Copy)
- 3. Bullying

Signature _____

I/We hereby undertake to support the ethos of Scoil Chéile Chríost Rathmore National School and comply with the rules and regulations as set down by the Department of Education and Skills and Board of Management of Scoil Chéile Chríost Rathmore National School.

Yours sincerely,

Signature of Parent(s): _____ Date: _____

NB: Please return this form even though you may not be accepting this offer. Thank you.