

**Carrigeen NS**

**Admissions Policy**

The school welcomes all students and aims to provide an integrated and inclusive education. This Admissions Policy for Carrigeen NS has been drawn up by the Board of Management in accordance with the provisions of the Education Act (1998), the Equal Status Act 2000 and the Education Welfare Act (2000).

 Carrigeen NS is a mainstream Catholic  co-educational  primary school under the patronage of the Bishop of Ossory.

This Admissions Policy ensures 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 ethos and mission statement of the school and in accordance with legal obligations.

The aim of this Admissions Policy is to inform parents about the school and to set out the criteria under which applications will be considered.

**(A) Application for admission :**

Application for enrolment in the school is made by completing the school’s application form, and returning it to the School Office.

The application form is available from the School Office and on the website.

The completed application form should be accompanied by confirmation, in writing, that the parent or guardian and applicant accept the Code of Behaviour of the school.

The Board will inform the school community of the procedure for application, through appropriate channels, e.g. the feeder pre-schools, parish newsletter, church announcements, school website.

The last date for return of completed application forms is 15th February and all applications will be processed after this date.

Parents/guardians will be informed of their child’s acceptance or refusal within 21 days of that date.

The school makes provision for late applications.

**(B) Enrolment :**

Successful applicants will be informed, in writing, of their acceptance. Parents or guardians are then required to confirm, in writing, their acceptance of a place in the school for their child within 10 days of issue of letter of offer. New Junior Infants entrants are not accepted into the school unless they have reached their fourth birthday by 31st August and no new Junior Infant student will be accepted after 1st September unless it is an inter school transfer (see section E).

Successful applicants may be asked to attend at the school on a given date, for the purpose of assessment, in order to identify and plan for the educational needs of the pupils.

Successful junior infant applicants will be invited to an Induction Day in the school.

**(C)  Excess Applications:**

The criteria for deciding on acceptance or refusal of applications, where the number of applicants exceeds the number of places available, is set down below in an open, transparent and fair manner.

The Board of Management reserves the right to limit the annual Junior Infant intake to a single class of 30 where it deems this necessary due to staffing constraints.

1. The applicant has a brother/sister in the school

2. The applicant lives in the parish

3. The applicant had a brother/sister in the school

4. The applicant is the son/daughter of a staff member

5. The applicant’s parent or guardian is a past pupil

6. The applicant is Catholic

7. Date of application

**(D) Special Needs Applicants :**

The school welcomes applications for admission of pupils with special educational needs.

The school will use the personnel and financial resources provided by the DES, to make reasonable provision and accommodation for students with disabilities or special needs, up to a nominal cost.

The school aims to identify, at an early stage, any applicant for admission who has special needs, and to become familiar with the specific needs of the child.

In making provision for children with special needs, the school needs to know if the child has had access to

1.   A special needs assistant

2.   A special class

3.   Help, for specific needs, from any resource teacher

4.   Assistance with behaviour modification

5.   Psychological assessment/school report(copies of both requested)

6.   Any additional resources to help with special needs/Help in areas including visual impairment, hearing impairment, learning disability or emotional disturbance.

8.  Any resource in relation to travel or mobility

 If an expert report is provided, it should include workable strategies for addressing the needs of the child, allowing for the resources available.

If no expert report is available, the school will request immediate assessment, in order to determine the educational needs of the child.

 Having gathered all the relevant information available, the Board of Management will assess how the needs of the child can be met.

The DES will be requested in writing to provide additional resources, if such are needed.

The school will meet the parents to discuss the needs of the child and the capability of the school to meet these needs.

Parents or guardians of children with special needs are strongly advised to make early application to the school, to allow time to follow the procedures outlined above.

As soon as possible, but not later than 21 days after a parent or guardian has provided the relevant information, the Board of Management shall decide on the application concerned, and inform the parents or guardian in writing of their decision. (Educational Welfare Act 2000, Section 19, 3.)

**(E)   Transfer of pupils from other schools :**

Pupils from other schools may transfer into the school at any time subject to the following conditions.

The transfer is in accordance with the school’s admission policy.

The school is satisfied with the reasons for the transfer.

The transfer is in the best interest of the pupil.

All relevant information from the former school is made available.

Space is available in the relevant class to facilitate the transfer. The required class must have less than 30 students in it.

The Educational Welfare Officer is consulted, if necessary.

**(F)    Decision-making Process :**

Decisions in relation to admissions are made by the Board of Management, in accordance with school admissions policy.

The Board will have regard for the relevant conditions prescribed by the DES concerning class size, staffing provisions, accommodation, physical space, health and welfare of children and eligibility for admission.

The Board reserves the right to refuse an application for admission, in exceptional circumstances, as stated in the Education Act of 1998, (Section 29).

The Board of Management reserves the right to refuse enrolment in exceptional circumstances:  
(a) The pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with an appropriate education.

or

(b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

**(G) The right of appeal:**

Parents or guardians have the right to appeal a refusal by the Board to admit their child.

The Board’s decision will be given in writing and the reason for the refusal will be clearly stated.

The parents or guardians will be informed of their right to appeal the decision, and will be supplied with       the Appeals Application Form. (Circular 22/02)  
The appeal will be made to The General Secretary, Appeals Administration Unit, Department of Education and Science, Marlborough Street, Dublin 1, on the relevant form.

The school must be informed in writing of the decision to appeal.

**(H) Documentation:**

When enrolling their child in the school, parents or guardians will be requested to complete a standard enrolment application form and to read the following documentation that is available on the school website:

(1). The Admissions Policy

(2). The Code of Behaviour

Parents and guardians should note that the school has adopted policy statements in other areas of interest and concern, towards the best running of the school and the maximum development of the pupils.

These policy statements can be accessed in the School Office on request or on the school website www.carrigeenns.com

**This document states the Admissions Policy of our school at the present time. It may, however, be subject to adjustments and changes in the future. This policy was ratified by the Board of Management on 5/4/2016.**