



**Ard Rí Community National School**  
Balreask Old,  
Navan,  
Co. Meath

Roll No. 20352T

**Enrolment Policy**

March 2014

# **Ard Rí Community National School**

## **Balreask Old, Navan, Co. Meath.**

### **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**

Ard Rí CNS 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 ongoing internal monitoring by principal and staff will be supported by external evaluation by the Department of Education Inspectorate.

Ard Rí Community National School is a co-educational Primary School which is under the patronage of Louth and Meath Educational Training Board (formerly Co. Meath VEC). Ard Rí is one of seven 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. Ard Rí 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.

Ard Rí CNS caters for children of all faiths and none. It is the policy of Ard Rí CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Ard Rí 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, Ard Rí welcomes children from all faiths and none. In common with the other Community National Schools under E.T.B. patronage, Ard Rí CNS 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.

Ard Rí CNS opened in September 2010 with one Junior Infant class. The school is located on Balreask Old on the grounds of Navan Rugby Club.

Ard Rí Community National School is a developing school and will cater for the full range of Primary classes, from Junior Infants to Sixth Class, as the school grows. When completed, Scoil Ghráinne will have capacity to cater for up to 16 classes.

Under E.T.B. patronage, a management board will be established. In the interim, Ard Rí CNS will continue to be managed by a single manager. 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.

## **Enrolment Procedures**

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

- Applicants must be at least four years of age before the 1<sup>st</sup> September of the year in which they apply. (Compulsory attendance at school does not apply until the age of 6 years)
- Applicants must submit their application from along with the necessary supporting documentation on or before the **31<sup>st</sup> January 2014**.
- Junior Infants starting school will not be enrolled after 30 September.
- The catchment area, for enrolment purposes, consists of the Navan Town area.

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

### *A. Children born on or before the 30<sup>th</sup> May 2010*

- 1. Brothers & Sisters (including step-siblings and fostered children resident at same address) of children already enrolled.*
- 2. Children living within the catchment area.*
- 3. Children living outside the catchment area.*

***then***

### *B– Children born between the 1<sup>st</sup> June 2010 and the 31<sup>st</sup> August 2010.*

- 1. Brothers & Sisters (including step-siblings and fostered children resident at same address) of children already enrolled.*
- 2. Children living within the catchment area.*
- 3. Children living outside the catchment area.*

***then***

*C– Late applications (Applications received between the 1<sup>st</sup> February 2014 and the date on which category B is exhausted).*

*1. Late applicants received by the date category B is exhausted will be processed in a manner giving priority to chronological age. I.e. the eldest applicants will have priority on the list.*

***then***

***D- Late Applications (Applications received after the date on which Category B is exhausted)***

- 1. These applications will be processed on a first come first served basis.*
- In the event of the number of children in category A exceeding the number of places available in a given year, children will be offered a place according to their chronological age (eldest first) within each of the subcategories, i.e. the eldest siblings will be given a place first, then the eldest children within the catchment area and then the eldest children outside of the catchment area.
  - The same criteria will be adopted in relation to category B, until all places are filled.
  - Late applications will be processed on the date that category B is exhausted. On that date a waiting list of applicants will be established offers of any remaining vacant places will be made to the eldest children in category C.
  - For category D; applications that are received and comply with the Enrolment procedures above will be waitlisted on a first come first served basis.
  - All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available at a later date.
  - All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

### **Registration Procedure for Junior Infants for September, 2014**

Registration for the 2014/2015 school year will take place until Friday 31<sup>st</sup> January 2014. All applications received on or before 31<sup>st</sup> January 2014, will be processed and responded to within 21 days of the closing day for the submission of applications.

Applications for places in Junior Infants made after 31<sup>st</sup> January 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.

Enrolment forms are obtainable from the school office or the school website- [www.ardricsns.ie](http://www.ardricsns.ie) Enrolment forms can also be sent on request. Requests for enrolment forms should be made to:

*Mr Darragh Roe  
Ard Rí Community NS  
Balreask Old  
Navan*

**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.**

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

- An original long form Birth Certificate (together with a photocopy) **and**

**Two** of the following as proof of address (these must be dated within two months of application):

- a. ESB Bill
- b. Gas Bill
- c. Landline Telephone Bill
- d. NTL Bill
- e. Lease Agreement

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 on 14<sup>th</sup> February 2014. All completed acceptance forms must be returned to:

*Darragh Roe,  
Ard Rí Community NS,  
Balreask Old,  
Navan,  
Telephone: (087) 1341007*

Within the date specified on the letter offering a place.

### **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.

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.

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 needs of the child relevant to his/her disability and for applying for appropriate resources to support the child's inclusion.

### **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.

*This policy is subject to regular review by the Manager, Ms. Shivaun O'Brien and Principal, Mr Darragh Roe.*