

Enrolment / Admissions Policy

General Information

The Board of Management of Carriglea N.S. has formulated the following enrolment / admissions policy in accordance with the Education Act 1998. The Board trusts that by so doing parents will be assisted in relation to enrolment matters and that furthermore, the chairperson of the Board of Management.

Conor Blackwell,
Ballyduff,
Dungarvan,
Co. Waterford.

And the Principal:

Jillian Hayes
Tel: 058-44050 (school)

Will be happy to clarify any further matters arising from the policy.

Name of school: Carriglea National School
Address: Dungarvan
Co. Waterford
Tel No: 058-44050

- The Patron of the school is Bishop Alphonsus Cullinan .
- Carriglea is a five teacher school. This includes the Principal and three mainstream class teachers,one learning support teacher one part-time resource teacher.
- The full range of classes from Infant to Sixth are catered for and the school is a mixed school.
- The school is funded by grants from the Department of Education and Science and operates within regulations laid down by the Department. School policy must have regard to the resources and funding available.
- The school follows the curricular programmes prescribed by the Department in accordance with sections 9 and 30 of the Education Act (1998).These may be amended from time to time.
- Within the context and parameters of Department regulations and programmes the rights of the patron as set out in the Education Act and the funding and resources available, the school supports the principles of:
 - 1.Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
 - 2.Equality of access and participation in the school;
 - 3.Parental choice in relation to enrolment;
 - 4. Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- The school is in operation from 9.00 a.m.-1.40 p.m.(infants)
 - 9.00 a.m. - 2.40 p.m.(1st-6th class)

Procedures for Enrolment in Junior Infants

- Parents who wish to enrol pupils in Junior Infants will be required to complete an enrolment form and return it to school before the end of Term 2. A notice will be placed in the local newspaper, school website and all current school parents will be informed. An open play afternoon is available to all interested families. A primary transfer form will be given to parents to fill in with collaboration with their pre school provider. Parents will be required to fill in an enrolment form containing the following information
 - ❖ Pupils name, age, address, pps no.,
 - ❖ Name and address of pupil's parents/Guardian;
 - ❖ Contact telephone numbers including emergency number;
 - ❖ Details of any medical condition of which the school should be aware;
 - ❖ Religion;
 - ❖ Previous schools attended, if any and reason for transfer if applicable;
 - ❖ Parish to which the child belongs and date of baptism and a copy of the baptismal cert for sacraments at a later date if applicable.

Pupils details will be sent to the Dept of Education for recording pupil numbers and hence determining teacher allocation and school grants.

❖ Junior Infants

- Decisions in regard to applications for enrolment are made by the Board of Management in accordance with school policy. Generally pupils will be enrolled on application provided that they have reached their fourth birthday before September 1st and provided there is space available. Where the number of applications exceeds the places available the following criteria will apply
- ❖ Whether the proposed new entrant already has siblings in the school;
- ❖ Parish boundaries.
- ❖ Ages of the children.

Junior Infants will only be admitted to the school on the starting date of each school year.

The policy of the school is to welcome children with special needs. Before enrolment the Board will request psychological /medical reports which are available on the child. If none are available the Board will request that the child be assessed so that the support services for him/her can be put in place.

The parents of the child will be invited to meet with the teachers involved in the education of their child to discuss the child's needs.

Enrolment of children after 1st September.

Children of families who move into the area may enrol in the school at any time, subject to school policy and available space.

Children who wish to transfer from another local school will only be accepted at the beginning of a new school year.

Chairperson:

Date

Carriglea National School

Preschool to Primary Transfer Form

Child's name:

Date of Birth:

Preschool(s) Attended:

Number of years Preschool Attended:

Place in family:

Has your child ever had a speech and language assessment?

(Please provide a copy of assessment?)

Has your child ever attended an occupational therapist?

(Please provide a copy of assessment)

In order to help my child, I would like my child's junior infant teacher to know:

In order to help transfer to school ,my preschool teacher would like the junior infant teacher too know:

I give my permission for the primary school to contact the preschool teacher if required.

Parent's signature:

Date: