

Solas Chríost National School

Enrolment Policy

Solas Chríost is a National Primary school under the patronage of the Catholic Archbishop of Dublin Dr. Diarmuid Martin. The Catholic ethos will be maintained and fostered in the school.

The school's opening times are 8.45 a.m. to 2.25 p.m. (1.25 for Junior and Senior Infants) Notification will be given for exceptional closures or closures earlier than normal finishing times.

A child must have reached his/her 4th birthday before being enrolled in the school. Birth Certificate is necessary.

- 1(i) Children from Belgard Heights, Alpine Rise, Belgard Green, Cairnwood, Ambervale, Lanndale Lawns and Kingswood View areas will be given first preference on enrolment in Solas Chríost. (proof of address; ESB bill etc., necessary)
- 1(ii) Second preference will be given to pupils who already have brothers and sisters in the school. After that, as this is a national school, any child may be enrolled if space is available and subject to clause 2(i)
- 1(iii) In the case of insufficient space in the class into which a child seeks admission (including Junior Infants) enrolment will be determined on date of application for enrolment. (priority listing)
- 1(iv) No child will be refused admission to Solas Chríost because of his/her colour, creed, religion, special needs or on the parents' status in society.
- 1(v) The closing date for Enrolment Applications will be announced on the school's website. Applications received after that date will be treated as late applications. Late Applications will only be considered after all valid applicants have been offered places.

After the closing date for applications, all applications will be processed. If there are more valid applications than places available, places will be offered using priority listing as set out in 1 (i, ii, iii) and a priority waiting list will be set up. If an offer of a placement is declined, the next eligible child on the priority waiting list will be offered a place.

All applicants will be informed within 21 days of the final closing date for applications. Applicants who are successful will be sent out a letter of offer and a registration form which must be returned to the school within 5 school days accompanied by an original utility bill, original birth cert, child's PPS number and baptismal certificate (if applicable). Unsuccessful applications will be informed by letter and valid applicants will be informed that they will be placed on a waiting list. Registration will not be deemed to be complete until all the relevant and completed documentation has been received by the school.

As part of the registration process, Parents will be required to sign on their registration form a clause that states that they have read and accept the **Code of Behaviour** for Solas Chríost National School and will make all reasonable efforts to ensure that their child complies with it.

- 1(vi) Prior to admission to Solas Chríost school parents must furnish us with their child's Birth Certificate / Baptismal Certificate and PPS No. If transferring from another school - parents/guardians must supply a school report and if applicable signed permission to contact that school for relevant information e.g. psychological, speech and language therapy, occupational therapy or other professional reports.
- 2(i) After the start of the school year and subject to available space in the school, applications will only be accepted at the discretion of the Board of Management. That discretion shall be based on the professional judgement of the Principal teacher, (e.g. numbers in class into which child seeks enrolment; physical space in classroom; amount of children with special needs in the class; needs of child seeking enrolment etc.) Offering an education to a child who requires specialised care and assistance, beyond what we can offer in Solas Chríost may be unfair and unjust to that child, to his/her parents and to other children in the school. We will in such

cases suggest schools or units in national schools that are equipped in training and resources to cater for that child.

- 2(ii) In accordance with Department of Education & Skills Cir. 24/02, stating that a child may be transferred from one national school to another after 30th September in exceptional circumstances **only**. In the case where a child is to be considered, a transfer form and parent's/guardian's consent must be signed allowing the school to obtain relevant information about the child from the school in which the child is enrolled, prior to a decision on enrolment.
- 2(iii) In line with Section 28 of the Education Act 1998, parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued, on request, by the school to parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.
- 2(iv) Children seeking enrolment as well as children already enrolled in Solas Christ who have specific needs will be catered for in so far as we have the personnel and resources to do so. Otherwise we will advise the parents of the need for an appropriate assessment. We may then, in consultation with the professional assessor and the parents, recommend a more suitable school or class for that child.
- 3(i) There are two specific speech and language disorder classes in Solas Christ. Admission to those classes will be based upon the Specific Speech and Language Class Enrolment Policy.

Signed: _____
Chairperson Board of Management

Date: 26th January 2015

Date of next review: June 2015