



Roll Number: 19556F

Principal: **Kate Sweeney M.Ed.**
Deputy Principal: **Noreen Coll B.Ed.**

Excerpt from Enrolment Policy

Reviewed October 2018

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.

As a general principle, and in so far as is practicable in regard to this policy, children who will reach the age of 4 by March 1st in the year of school commencement will be offered a place during the first round of offers, providing space is available. The age cut-off may be open to review annually. Should further places be available following acceptance of first round offers, children who will reach the age of 4 between March 2nd and the first day of school in the year of enrolment, and applied to register during the official registration times may be offered a place, in order of age, eldest first.

Following the application of the age criterion, in the event that applications exceed or are expected to exceed the number of places available, the Board outlines below the additional criteria it has adopted for deciding how places will be allocated.

In providing places in our school, the Board is bound by:

- Dept. of Education & Skills Rules for National Schools which provides that pupils may only be enrolled from the age of 4 upwards, although compulsory attendance does not apply until the age of 6 years.
- Dept. of Education & Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation such as physical space or the health and welfare of children.
- The current cap on class size is 30 pupils. This may be subject to review by the Board of Management

Criteria for Decision-Making - Prioritized:

- a) Children from the parish of Kilnamanagh- Castleview within the traditional boundaries of the former Castleview parish, siblings of children in this school and siblings of past pupils of this school and children of school staff.
- b) Children from within the boundaries of the new parish of Kilnamanagh-Castleview.
- c) All other children who apply to the school are entitled to a place in the school if there are vacancies in the school after the groups from (a) to (b) have been allocated places.

In each of the above categories, should demand for places exceed supply, the eldest children will be offered places first. In classes other than junior infants, places will be allocated according to the date of application, earliest first, should places be available.

A full copy of the policy is available from the school secretary if required.