



**Scoil Nano Nagle**  
Bawnogue, Clondalkin, Dublin D22VF68.

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## SCOIL NANO NAGLE ENROLMENT POLICY

### INTRODUCTION

The following enrolment/admission policy has been agreed by the Board of Management of Scoil Nano Nagle, in accordance with the provisions of the Education Act 1998 and the Education Welfare Act, 2000 (Section 19) (1). The Chairperson of the Board of Management, Mrs. Martha Lynch and the Acting Principal, Mr. Tom Traynor, Scoil Nano Nagle, Bawnogue, Clondalkin, Dublin 22. Tel: 4571306 will be happy to clarify any further matters arising from the policy.

### RATIONALE

The main purpose of the policy is to assist parents/guardians in relation to enrolment matters. The policy also aims to ensure 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, the mission Statement of the school and legislative requirements
- make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.
- put in place a framework which will ensure effective relations between students, parents and teachers where a student is admitted to the school

**The policy contains two main sections, namely:**

- A. General Information about the School**
- B. Specific Procedures for Enrolment**

## **SECTION A: GENERAL INFORMATION**

### **MISSION STATEMENT**

The ethos of our school is based on gospel values and we aim to provide a happy, secure and friendly learning environment, where children, parents, teachers, ancillary staff and Board of Management work in partnership.

Each individual is valued, encouraged and respected for his/her uniqueness and is supported to reach his/her full potential.

### **SCHOOL BACKGROUND**

Scoil Nano Nagle, Junior National School is situated within the parish of Bawnogue in Clondalkin, Dublin 22. The school, which opened on the 3<sup>rd</sup> of September, 1975, is a junior, co-educational primary school, under the patronage of the Catholic Archbishop of Dublin, Diarmuid Martin. The school caters for boys and girls aged between four and eight years of age and class standards include; junior infants, senior infants first class and second class.

On completion of second class, the children transfer to third class in Talbot Senior National School, which is on the same campus. Parents/guardians who wish their child/children to transfer to the Talbot S.N.S are required to formally make an application for enrolment.

Scoil Nano Nagle also has an Early Start Pre-school unit which accommodates sixty pre-school children. There is a separate enrolment procedure for Early Start.

### **THE SCHOOL DAY**

Junior/Senior Infants:	9.00 – 1.40
First /Second Class:	9.00 – 2.40
Morning Break:	10.45 – 10.55
Lunch Break;	12.30 – 1.00

### **NUMBER ON ROLL/ PUPIL TEACHER RATIO (September 2018)**

Current enrolment in mainstream classes is xxxx. The pupil teacher ration is approx 1: 20: There are 60 pupils enrolled in Early Start. The pupil teacher ratio in Early Start is 2: 15.

## **SCHOOL STAFF (2018-2019)**

The total number of full-time teachers is 25, including the Principal.

### **Non -Teaching Staff**

- 2 Early Start Child-care Assistants
- 8 Special Needs Assistants
- 1 Secretary
- 1 Full-Time Caretaker
- 4 Cleaning Staff

## **BOARD OF MANAGEMENT (FROM 1<sup>ST</sup> DECEMBER 2015)**

The Board of Management Representatives are as follows:

### **Name of Board Members**

Mrs Martha Lynch	Chairperson
Sr. Mary Donegan	Patron's Nominee
Mr Brian Scanlan	Community Representative
Ms Marie Lacey	Community Representative
Miss Colette MacMahon	Teachers' Representative
Mrs Rachel Cummins	Parents' Representative
Mr Jude Harper	Parents' Representative
Mr. Tom Traynor	Acting Principal

## **PARENTAL CHOICE**

While recognizing the right of parents to enrol their children in the school of their choice, the Board of Management of Scoil Nano Nagle is charged with the responsibility of upholding the Catholic Ethos of the school and adhering to Diocesan policy in relation to parish boundaries. Although the school promotes the teachings of the Catholic Church, tolerance and respect for other religious beliefs, traditions, languages and ways of life is fostered.

## **EQUALITY OF ACCESS**

All children will have equality of access to participate as fully as possible in all aspects of school life in as far as reasonable and possible and subject to the general enrolment policy. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language, traveller status, religious/political beliefs, family or social circumstances, provided that the relevant supports and resources requested by the Board of Management are put in place by the National Council for Special Education (NCSE), prior to the enrolment of the child.

## **CURRICULUM**

The school embraces the curriculum programmes prescribed by the Department of Education and Skills, which may be revised from time to time, in accordance with the Education (Admission to Schools) Act 2018. The curriculum at Scoil Nano Nagle provides for a broad, balanced and relevant learning experience which recognizes and respects individual developmental needs in a caring and supportive environment.

A wide variety of traditional and modern teaching methods are used and many aspects are integrated throughout the day to deliver the Revised Primary Curriculum. The subjects taught include: English, Gaeilge, Maths, Visual Arts, Music and Drama, Social, Personal

and Health Education (S.P.H.E.), Social, Environmental and Scientific Education S.E.S.E. and Physical Education.

## **RELIGIOUS EDUCATION**

The teaching of Religious Education throughout the school is in accordance with the programme stipulated by the Diocesan Advisors.

The Veritas Grow in Love programme is the scheme that is in use. It is a development scheme, which builds upon what has gone before. All sorts of activities such as art, creative writing, drama and music are used to help the children understand the Christian message and relate it to their lives, helping them to develop spiritually, morally and socially. It is important to note that Religious Education in a Catholic School cannot be just confined to specific RE lessons. It permeates all aspects of School Life. Children take part in daily collective prayer. This may be within their own classroom, or with the whole school at assemblies. Children are prepared for the Sacraments of Reconciliation and Holy Communion in second class. The school has a policy on Religious Education which is available on the school website.

## **RESOURCES AND FUNDING**

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the guidelines laid down, from time to time by the Department. All school policy must have regard for the resources and funding available.

## **B. APPLICATION PROCEDURES**

### **Age Requirement**

In accordance with the Department of Education and Science's Rules for National Schools, intending pupils must be 4 years of age and upwards by the 1<sup>st</sup> of September, the year of enrolment.

### **Enrolment Time/ Venue**

Parents /guardians who wish to enroll their child/children in junior infants are required to come to the school to complete an application form. Applications for enrolment usually take place in early February. Notification regarding application dates will be circulated through the school newsletter and school website as well as in public places around the parish.

### **Provision of Information by Parents/Guardians**

- Pupil's name, address, date of birth; (a Birth Certificate or passport is required)
- Evidence of PPS number such as medical card
- Names and addresses of pupil's parents/guardians
- Siblings' names, ages, school
- Contact telephone numbers
- Contact details in case of emergencies
- Relevant Medical Details;

- Any adverse circumstances which might be considered to affect the child's ability to benefit from school.
- Previous school attended, if any, and reasons for transfer, if applicable
- Current utility bill as evidence of address.

## **PARENTAL CONSENT FORM**

At time of application, parents/guardians are required to sign a consent form in relation to specific school activities /procedures.

## **GDPR**

The B.O.M. undertakes to protect all data submitted to it and to only use it for the purpose stated when seeking such information and data. The rights of all data subjects are respected and systems are in place and being developed to ensure compliance with the General Data Protection Regulation 2018.

## **Child Safeguarding**

Scoil Nano Nagle is fully compliant with child safeguarding. Our child safeguarding policies and procedures can be viewed on our website and our Child Safeguarding Risk Assessment is on display at the main door as you enter the school. This is revised annually by the B.O.M. in co-operation with the staff and changes made if the circumstances warrant it.

## **Decision Making**

Decisions regarding applications for enrolment are made by the Board of Management of the school in accordance with school policy and any relevant Department of Education and Skills guidelines in relation to class size or staffing provision and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children

As a general principle, and in so far as practicable having regard for the school's enrolment policy, children will be enrolled on application, provided that there is space available. Parents will be notified within 21 days after the last closing date for application for enrolment.

### **In the rare event that the number of applications exceeds places, the following criteria will be used to prioritize children for enrolment:**

- A. Children living within Bawnogue Parish boundaries- **Lealand; Lindisfarne; Melrose; Alpine Heights; Ashwood; Cherrywood Villas, Crescent, Grove, Drive; Nangor Crescent; Bawnogue Cottages.**
- B. Children who have brothers/ sisters attending Bawnogue Junior/Senior Schools.
- C. Brothers and sisters of past pupils.
- D. Children transitioning from Early Start Unit
- E. Children of past pupils
- F. Children from outside the parish with special needs
- G. Children of Staff members. *If a child has special needs or if there are special circumstances attaching to the application they will form part of category F above.*

**In the event that there are more applicants than there are available places within any category, priority will be given to the children within the particular category in order of age, starting with the oldest.**

## **ADMISSION DAY/ DATE**

Subject to availability of places, new Junior Infants who have reached their fourth birthday by or before the 1<sup>st</sup> of September of the year of entry, may be enrolled.

## **PUPILS TRANSFERRING FROM OTHER SCHOOLS**

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. In accordance with the Education Welfare Act (2000),

The school will require certain information from the previous school:

- School reports.
- Reports from outside agencies such as NEPS, occupational therapists etc.

## **SPECIAL NEEDS**

### **Application Requirements for the Enrolment of Children with Special Needs:**

The Board of Management welcomes applications from children with special needs, subject to the general enrolment policy.

- ❖ The Board will request a recent copy of the child's medical and/or psychological report. Where such a report is not available, the Board of Management will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the funding and support services required.
- ❖ On receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the National Council for Special Education, to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. The resources may include for example, access to or the provision of any of a combination of the following; visiting teacher service, resource teacher for special needs, special needs assistant specialized equipment or furniture, transport services or other.
- ❖ The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. The parents will be asked to sign a consent form, which will allow the school to liaise, if necessary, with the relevant outside agencies. If necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, resource teacher for special needs or psychologist as appropriate.

**REFUSAL TO ENROL ON THE GROUNDS OF “EXCEPTIONAL CIRCUMSTANCES”.**

The Board of Management reserves the right to refuse admission in the following exceptional circumstances:

- (a) The pupil has special needs such that, the school cannot meet such needs and/or provide the pupil with appropriate education.
- (b) The pupil has a history of violent behaviour and in the opinion of the Board of Management, the pupil poses an unacceptable risk to pupils, school staff and/or property. This is in accordance with the school’s Health and Safety Policy

**APPEAL**

Parents/guardians will be informed of their right to appeal a decision of the BoM in relation to a refusal to enroll.

**CODE OF BEHAVIOUR/ANTIBULLYING POLICY**

Parents/guardians are expected to accept and support the school in upholding the Code of Behaviour. Such acceptance and support is a condition of enrolment.

**REVIEW AND RATIFICATION**

The Board of Management of Scoil Nano Nagle reserves the right to review and amend the enrolment policy in light of relevant changing school circumstances and/or any directions from the Department of Education and Science and /or legislative requirements. This policy was reviewed and amended on 22<sup>nd</sup> November 2016.

**COMMUNICATION AND CIRCULATION**

The policy is published on the school website [www.scoilnanonagle.com](http://www.scoilnanonagle.com) Hard copies are available on request. The policy is also published in the *Information Handbook for Parents* which is distributed to all new entrants.

SIGNED:

DATE:\_\_\_\_\_

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Martha Lynch  
Chairperson of Board of Management