

### ***3.0 Enrolment Policy 2015-2016***

#### **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**

Scoil Choilm CNS will operate within the regulations laid down by the Department of Education & Skills and will follow the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

Scoil Choilm Community National School is a co-educational Primary School which is under the temporary patronage of The Minister for Education & Skills. In the future it is envisaged that Dublin Dún Laoghaire Education and Training Board (DDLETB) will assume patronage of Scoil Choilm CNS. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Choilm 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.

It is the policy of Scoil Choilm CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Scoil Choilm CNS 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, Scoil Choilm CNS welcomes children from all faiths and none. In common with the other Community National Schools under the guidance of DDLETB, Scoil Choilm 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.

Scoil Choilm opened in September 2007 in the Institute of Horology, Blanchardstown. Scoil Choilm CNS was re-located to a new site on Porterstown Road, Clonsilla in September 2008. In September 2013 phase 2 of Scoil Choilm CNS was ready for occupancy. Phase 2 of our building comprises of an additional 16 classroom school, a school hall and two special needs units. Scoil Choilm opened its first special needs unit in September 2013. The second SNU opened in September

2014. Our special needs units have a separate enrolment policy. In September 2013 Luttrellstown Community College, moved to its permanent location on the Porterstown Road. Scoil Choilm CNS and Luttrellstown Community College share the educational campus. Scoil Choilm CNS caters for pupils from Junior Infants to 6<sup>th</sup> Class.

Scoil Choilm Community National School is a developing school which caters for the full range of Primary classes, from junior infants to sixth class. Scoil Choilm CNS has a capacity to cater for up to 32 classes. When the school comes under the patronage of DDLETB, a management board will be established. In the interim, Scoil Choilm 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 increasing population 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)

Junior Infants starting school will normally not be enrolled after 30 September.

- The catchment area, for enrolment purposes, consists of estates within the parish of St. Mochta's and the following estates/roads:
  - ❖ Limelawn
  - ❖ Aspen
  - ❖ Inglewood
  - ❖ Lohunda
  - ❖ Castlefield
  - ❖ Charnwood
  - ❖ Sorrel
  - ❖ Coolmine Close & Green
  - ❖ Rockfield Close, Park & Drive
  - ❖ Kirkpatrick Avenue & Drive

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

#### **A.**

- *Children living within the catchment area.*
- *Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled.*

***Then***

***B.*** *Children living outside the catchment area unless the area in which they live is within the catchment area of another Community National School which has vacancies in the appropriate class.*

- 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
- The same criteria will be adapted in relation to category **B**, until all places are filled.
- 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.
- The manager/board of management will communicate arrangements regarding enrolment through the parish bulletin, and local advertising.

**Registration Procedure for Junior Infants for September, 2015**

Registration for the 2015/2016 school year will take place from Monday the 22<sup>nd</sup> of September 2014. Closing date for applications is Friday 24<sup>th</sup> October 2014. All applications for places received will be responded to within 21 days of the closing day for the submission of applications.

Application for places in Junior Infants made after this date will only be considered when the initial waiting list has been cleared. Places will then be offered on a chronological age basis. Priority will be given to children satisfying the criteria as set out in A & B of the enrolment procedures.

To assist parents with their applications and to provide information on Scoil Choilm Community National School, Porterstown, open evenings and enrolment evenings will be held in the school. The school will advertise times and dates of open evenings in local shops and papers. Enrolment forms are obtainable from the school secretary in Scoil Choilm CNS. Enrolment forms can also be sent on request or can be downloaded from [www.scoilchoilmcns.ie](http://www.scoilchoilmcns.ie)

Requests for enrolment forms should be made to:

*School Secretary,  
Scoil Choilm Community National School,  
Porterstown Road,  
Clonsilla,  
Dublin 15.*

Telephone: 821 3352

***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.***

### **Return of Forms of Acceptance**

Letters of offer for places in Junior Infants will be made by post. All completed registration forms must be returned to the address shown above, within two weeks of the letter of offer. It is the duty of parents to ensure that, by that date Scoil Choilm has:

1. An original long form Birth Certificate (together with a photocopy) **and**
2. **Two** of the following as proof of address (these must be dated within two months of 20<sup>th</sup> October 2012):
  - a. ESB Bill
  - b. Gas Bill
  - c. Landline Telephone Bill
  - d. UPC/Sky Bill

If the school does not receive this documentation by the nominated closing date, the Management will assume that the place is not being accepted and the place will be offered to the next child 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 School's Management team 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.

***This policy is subject to regular review by the Manager / Board of Management.***



**Signed:** \_\_\_\_\_

**Mr. Ian Murphy**  
**Single Manager**

**Date:** \_\_\_\_\_

### **Appendix 1: Catchment Area**

## CATCHMENT AREA LIST SCOIL CHOILM CNS

1	ANNFIELD DRIVE	47	KIRKPATRICK AVENUE	93	MOUNT SYMON PARK	139	ROCKFIELD CLOSE
2	ALDEMER	48	LAMBOURN AVENUE	94	MOUNTAIN VIEW COTTAGES	140	ROCKFIELD DRIVE
3	ALLENDAL SQUARE	49	LAMBOURN COURT	95	MULBERRY CRESCENT	141	ROCKFIELD PARK
4	ANNFIELD CRESCENT	50	LAMBOURN PARK	96	MULBERRY DRIVE	142	RUGGED LANE
5	ANNFIELD LAWN	51	LARCH GORVE	97	MULBERRY LAWN	143	SANDHOLE
6	ANNFIELD VIEW	52	LIMELAWN	98	MULBERRY PARK	144	WARREN CRESCENT
7	ASPEN WOOD	53	LOHUNDA ESTATE	99	MULBERRY COURT	145	WOOD BRROK SQUARE
8	BARBERSTOWN	54	LUTRELLSTOWN GROVE	100	RIVERWOOD DRIVE	146	SANDPITS
9	BARNHILL	55	LUTRELLSTOWN CLOSE	101	OLDFARM	147	SHELIERIN ROAD 1-5
10	BRAMLEY AVENUE	56	LUTRELL PARK CLOSE	102	ORCHARD AVENUE	148	SOMERTON (GOLF COURSE)
11	FERNLEIGH GROVE	57	LUTRELL PARK COURT	103	OUTFARM LANE	149	SOMERTON LANE
12	BRAMLEY COURT	58	LUTRELL PARK DRIVE	104	PARK MANOR	150	WOOD BROOK PARK
13	BRAMLEYCRESCENT	59	LUTRELL PARK GREEN	105	PORTERSFIELD APARTMENTS	151	SORRELL
14	BRAMLEY GARTH	60	LUTRELL PARK GROVE	106	PORTERSGATE AVENUE	152	ST. MOCHTA'S AVENUE
15	BRAMLEY HEATH	61	LUTRELL PARK LAWN	107	PORTERSGATE CLOSE	153	ST. MOCHTA'S CHASE
16	BRAMLEY PARK	62	LUTRELL PARK VIEW	108	PORTERSGATE COURT	154	ST. MOCHTA'S DRIVE
17	BRAMLEY WAY	63	LUTRELL PARK WAY	109	PORTERSTOWN ROAD	155	STATION COURT WAY
18	BURNELL AVENUE	64	LUTRELLSTOWN	110	RIVERWOOD CHASE	156	STATION VIEW
19	BURNELL GREEN	65	LUTRELLSTOWN AVENUE	111	RIVERWOOD CLOSE	157	STRAWBERRY BEDS
20	DISWELLSTOWN HOUSE	66	LUTRELLSTOWN CHASE	112	RIVERWOOD COPSE	158	THE BEECHES
21	FERNLEIGH CLOSE	67	LUTRELLSTOWN COURT	113	PORTERSGATE GROVE	159	ST. MOCHTA'S ROAD
22	FERNLEIGH COURT	68	LUTRELLSTOWN CRESCENT	114	RIVERWOOD COURT	160	THE COURTYARD
23	FERNLEIGH CRESCENT	69	LUTRELLSTOWN DALE	115	RIVERWOOD CRESCENT	161	THE ORCHARD
24	CHARNWOOD	70	LUTRELLSTOWN DALE	116	RIVERWOOD DALE	162	WARREN AVENUE
25	FERNLEIGH DALE	71	LUTRELLSTOWN DRIVE	117	RIVERWOOD DENE	163	WARREN CLOSE
26	FERNLEIGH DENE	72	LUTRELLSTOWN GLADE	118	PORTERSGATE CRESCENT	164	ST. MOCHTA'S GREEN
27	FERNLEIGH DRIVE	73	LUTRELLSTOWN GREEN	119	PORTERSGATE HEIGHTS	165	ST. MOCHTA'S VALE
28	FERNLEIGH GRANGE	74	LUTRELLSTOWN HEATH	120	RIVERWOOD GARDENS	166	WARREN GREEN
29	CARPENTERSTOWN MANOR	75	LUTRELLSTOWN HEIGHTS	121	PORTERSGATE DRIVE	167	ST. MOCHTA'S GROVE
30	COLLEGE GATE	76	LUTRELLSTOWN LAWN	122	PORTERSGATE RISE	168	STATION COURT HALL
31	FERNLEIGH HEATH	77	LUTRELLSTOWN OAK	123	RIVERWOOD GLEBE	169	WEAVERS ROW
32	CARPENTERSTOWN ROAD	78	LUTRELLSTOWN PARK	124	PORTERSGATE VIEW	170	STATION COURT PARK
33	COOLMINE CLOSE	79	LUTRELLSTOWN PLACE	125	RIVERWOOD GLEN	171	WEAVERS WALK
34	FERNLEIGH LAWN	80	LUTRELLSTOWN RISE	126	PORTERSGATE WAY	172	STATION COURT VIEW
35	COOLMINE GREEN	81	LUTRELLSTOWN THICKET	127	PORTERSGATE GREEN	173	ST. MOCHTA'S LAWN
36	FERNLEIGH PARK	82	LUTRELLSTOWN VIEW	128	RIVERWOOD GREEN	174	WINDEMERE
37	DISWELLSTOWN COTTAGES	83	LUTRELLSTOWN WALK	129	RIVERWOOD GROVE	175	WINDMILL
38	CASTLEFIELD	84	MANOR COURT	130	RIVERWOOD HALL	176	WOODBERRY
39	FERNLEIGH PLACE	85	MOUNT SYMON AVENUE	131	RIVERWOOD HEATH	177	WOOK BROOK COURT
40	FERNLEIGH VALE	86	MOUNT SYMON CLOSE	132	RIVERWOOD LAWN	178	WOOD BROOK CRESCENT
41	FERNLEIGH VIEW	87	MOUNT SYMON CRESCENT	133	RIVERWOOD PARK	179	WOOD BROOK HALL
42	FERNLEIGH GREEN	88	MOUNT SYMON DALE	134	RIVERWOOD VIEW		
43	HOMELEIGH	89	MOUNT SYMON DRIVE	135	RIVERWOOD PLACE		
44	DIRKPATRICK DRIVE	90	MOUNT SYMON RISE	136	RIVERWOOD TERRACE		
45	INGLEWOOD	91	MOUNT SYMON GREEN	137	RIVERWOOD VALE		
46	KELLYSTOWN ROAD	92	MOUNT SYMON LAWN	138	RIVERWOOD WAY		