



# *Scoil Aoife Community National School*

*Brookfield Youth & Community Centre  
Brookfield Road, Tallaght, Dublin 24.  
Phone: 086 8152200 [www.scoilaoifecns.ie](http://www.scoilaoifecns.ie)  
Principal: Stacey McAuley*



## **Enrolment Policy**

### **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 Aoife operates within the regulations laid down by the Department of Education & Science and follows the primary school curriculum prescribed by the Department of Education & Science 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 Inspectorate.

Scoil Aoife Community National School is a co-educational Primary School which is under the patronage of Dublin and Dun Laoghaire Educational Training Board (formerly Co. Dublin VEC). Scoil Aoife is one of nine Community National Schools nationwide. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Aoife 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.

Scoil Aoife caters for children of all faiths and none. It is the policy of Scoil Aoife to respect, celebrate and recognise diversity in all areas of human life. Children attending Scoil Aoife 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 Aoife welcomes children from all faiths and none. In common with the other Community National Schools under E.T.B.



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patronage, Scoil Aoife 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 Aoife opened in September 2014 with one Junior Infant class. Scoil Aoife will eventually be situated on a permanent site in Magna Park, City West. The school is located in temporary accommodation in Brookfield at present.

Scoil Aoife Community National School is a developing school and will cater for the full range of Primary classes, from Junior Infants to Sixth Class, as the school grows. When completed, Scoil Aoife will have capacity to cater for up to 16 classes.

Under E.T.B. patronage, a management board will be established. In the interim, Scoil Aoife is 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 pilot nature of the new patronage model and population change 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 not normally be enrolled after 30 September.
- The catchment area, for enrolment purposes, consists of estates within the greater Tallaght area.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in Junior Infants



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exceeding the number of places available, the following criteria will be used to prioritise children for enrolment:

*A. Children who are 4 years prior to 30<sup>th</sup> May in the year in which they are due to commence school*

1. Brothers & Sisters (including step-siblings and fostered children resident at same address) of children already enrolled.
2. Children living within the Tallaght area.
3. Children living outside the Tallaght area.

***then***

*B- Children born between the 1<sup>st</sup> June and the 31<sup>st</sup> August of the year of entry.*

1. Brothers & Sisters (including step-siblings and fostered children resident at same address) of children already enrolled.
2. Children living within the Tallaght area.
3. Children living outside the Tallaght area.

***then***

- 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 local advertising.

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

Enrolment forms are obtainable from the school and can be downloaded from the school website [www.scoilaoifecns.ie](http://www.scoilaoifecns.ie). Enrolment forms can also be sent on request. Requests for enrolment forms should be made to:



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*Scoil Aoife CNS,  
BYCC  
Brookfield,  
Dublin 24.  
Telephone: (01) 452 3538*

**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.**

It is the duty of parents to ensure that with the application form they submit

- An original long form Birth Certificate **and**
- a household bill/statement with proof of address.

If the school does not receive this documentation with the enrolment application the application will not be processed.

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

Letters of acceptance will be sent to successful applicants. These forms should be completed and returned to the school promptly. All completed acceptance forms must be returned to:

*School Secretary,  
Scoil Aoife CNS,  
BYCC,  
Dublin 24.  
Telephone: (01) 452 3538*

Within the date specified on the letter offering a place.

### **Waiting List**

Unsuccessful applicants will be informed in writing by post of their place on the waiting list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.



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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 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 and for applying for appropriate resources to support the child's inclusion.

### **Sharing of Information**

On occasion children will transfer in to our school or may transfer from our school to another. In this event the school will seek or share information related to the child/children with the other educational establishments on a need to know basis.

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

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

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

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