Castlesampson N.S.,

Castlesampson, Bealnamulla, Athlone, Co. Roscommon

Tel: 090-9683840.

Roll No. 12003V.

email ... [castlesampson.ias@eircom.net](mailto:castlesampson.ias@eircom.net).

Castlesampson N.S. is a co-educational primary school under the patronage of the Catholic Bishop of Clonfert. The school aims to develop the full and harmonious development of all pupils, cognitive, intellectual, physical, cultural, moral & spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

Introductory Statement.

The Board of Management of Castlesampson N.S. hereby sets out its enrolment and Admissions Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from the policy.

**Decisions in relation to applications for Enrolment are made by the Board of Management of Castlesampson N.S.**

General School Information.

There are two full time teachers including the Principal, 2 Learning Support Teachers (based in other schools), one part-time resource teacher employed in the school.

The school caters for the full range of classes from Junior Infants to Sixth Class.

Name of School: Castlesampson N.S.

Telephone No: 090-9683840.

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Patron: Bishop John Kirby.

Children enrolled in Castlesampson N.S. are required to co-operate with and support the schools Code of Behaviour as well as other policies. Parents/Guardians are responsible for ensuring that their child (children) co-operate with these policies in an age appropriate way.

A Code of Behaviour will be issued to all families.

Castlesampson N.S. operates under the Rules for National Schools and Department Circulars and is funded by grants and teachers resourced by the Dept. of Education and Skills.

The school is subject to:-

* The Education Act (1998),
* The Education Welfare Act (2000),
* The Education of Persons with Special Education Needs Act (2004) and all relevant equality legislation.

Castlesampson N.S. follows the curricular programmes laid down by the Dept. of Education and Skills.

Classes start at 9.30a.m. and finish at 3.10p.m.

Infant classes finish @ 2.10 p.m.

**Application Procedure.**

The Board of Management will communicate generally to the school community through appropriate channels e.g. newsletter, notices to pre-schools, parents’ letters to outline the application for enrolment procedures.We hold an open-evening in Jan/Feb. at which enrolment forms are available.

Parents seeking to enrol their child(ren) in Castlesampson N.S. should return a completed enrolment Application Form with an original birth/adoption certificate and baptismal certificate where applicable.

Pupils wishing to transfer from other schools are enrolled subject to the rules governing National Schools, as well as our own school’s enrolment policy. Pupils who have completed sixth class in another school must not transfer to another primary school to repeat sixth class.

Equality of access is the key value that determines the enrolment of children in our school.

No child is refused admission for reasons of ethnicity, special education needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious/political beliefs and values, family or social circumstances.

This is a two teacher school and the classes are divided up as follows:-

* Infants – Rang 2: Mrs. Patricia Naughton.
* Rang 3 – Rang 6: Tara Donnellon.

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. We share our learning support service with Taughmaconnell & Glanduff N.S. Pupils are selected on the basis of results obtained in standardised tests. In the case of the pupils with special needs, when necessary, we refer them to psychological services with parents’ approval. We have 6.38, part time, resource hours for two children at present.

Where necessary we may re-group pupils to allow for different levels of ability, as we constantly strive to have children work at their own level.

Children enrolled in our school are required to co-operate with and support the Board of Management’s Code of Behaviour as well as other policies on the curriculum, organisation and management. The Board of Management places parents /guardians responsible for ensuring that their children co-operate with said policies in an age-appropriate way. In accordance with the Dept. Of Education and Skills rules for National Schools, a child may be suspended.

At any time of year a parent may transfer his/her child from one school to another, either with the consent of the Minister, or, when the transfer is made because of a change of the ordinary residence of the child.

When an application is made in respect of pupils between the ages of 4 and 6 years, the Principal Teacher shall ascertain from the parent whether the pupil was previously enrolled in another school.

And if so he should request the parent to obtain a certificate to that effect from the Principal of the school which the pupil previously attended.

If there is a vacancy, a Principal Teacher must admit and enrol a child who is transferred at any time of the year either with the Minister’s consent or because of change of address whether or not the child has a certificate from his previous Principal Teacher. The Principal Teacher of the school from which the child is removed must give the parent on demand the certificate prescribed.

A child removed from the rolls in accordance with the terms of rule 62(2) © shall at any time after he/she was so removed and at the request of his/her parents or guardian be re-enrolled in the school. Notwithstanding any alteration to the enrolment policy in the school which may have occurred during the period when the child was not on the rolls, and subject only to there being a place available in the school.

While recognising the rights of the parents to enrol their child in the school of their choice, the Board of Management of Castlesampson N.S. has a responsibility to respect the rights of the existing school community and in particular, the children already enrolled.

This requires balanced judgements which are guided by the principles of natural justice and acting in the best interest of the children.

The completion of an application form or the placement of your child’s name on a list, however early does not confer an automatic right to a place in the school.

Decision Making:

Decisions in relation to application for enrolment are made by the Board of Management. Parents will be notified of acceptance of their children and as a general principle children will be enrolled on application provided that there is space available and the child has reached his/her 4th birthday, though compulsory attendance does not apply until the child is 6 year of age.

To assist the school in circumstances of over-crowding, the Board of Management reserves the Right to determine the maximum number of children in each separate classroom, bearing in mind Department of Education & Skills guidelines in relation to class size and staffing provisions.

Other factors that may be considered are:-

Size of and available space in classrooms.Educational needs of children of a particular age.Multi-grade classes.Presence of children with special ed/ behavioural needs.

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. Brothers and sisters (incl. Step siblings, resident at the same address) of children already enrolled with priority going to the oldest.B. Children living within the parish – priority oldest.C. Children of current school staff – priority oldest.D. Children whose home address is closest to the school.

Children with Special Needs.

Children with Special Needs enrolling in Castlesampson N.S. will be resourced in accordance with the level of resources provided by the Dept. Of Education & Skills to the Board of Management.

The Board of Management may request a copy of the child’s medical and or psychological report or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required.

The Board of Management will endeavour to have all resources and supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, SNA etc. specialised furniture/equipment.........

The school will meet with the parents of the special needs child to discuss the school’s suitability for the child. If necessary a full case conference may be called, including parents, class teacher, L/s teacher, resource teacher and psychologist or social worker as appropriate.

It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and/or provision of resources by the Dept. Of Educ& Skills to meet the needs specified in the psychological report and medical report.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

Appeals Procedure.

Parents who are dissatisfied with the enrolment decision may appeal to the Board of Management. It 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 of this appeal, may appeal to the Dept. of Educ. Act on the official form provided by the Department.

This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Ratification Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson Board of Management.

Date:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.