St. Caillin's N.S.
Fenagh
Enrolment Policy
and
Application Form
2027/2028

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Enrolment Policy 2027/2028

General Information

The Board of Management of St. Caillin's National School Fenagh Co. Leitrim here sets out its enrolment policy in accordance with the provisions of the Education Act 1998. We trust that this will be of assistance to parents in relation to enrolment. The Board of Management Chairperson Pat O'Toole and/or the Principal Orla Redican, will be happy to clarify any further matters arising.

The School's Name:	St. Caillin's N.S.
Address:	Fenagh, Ballinamore, Co. Leitrim
Telephone Number/ Fax:	(071) 9645244
School website:	**www.fenaghns.ie**
School email address:	**office@fenaghns.ie**

St. Caillin's National School is a catholic school in the diocese of Ardagh and Clonmacnoise. The staff include the Principal Orla Redican and class teachers Lynda Bloxham, Edel Scollan, Ronan Gordon, Bernie McNamee, Mairéad Flood and Special Education teachers Tara Davis, Michelle Prior and Mairead McGoldrick and Special Needs Assistants(SNA) Bernie McLoughlin and Janette McManus. St. Caillin's National School is a mixed school catering for children from junior infants to sixth class.

The school follows the curricular programme prescribed by the department of Education and Science and which may be amended from time to time in accordance with section 9 and 30 of the Education Act (1998).

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, membership of an ethnic minority group, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of St. Caillin's National School is also responsible to uphold 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 all children.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- **(a)** Size of/available space in classrooms
- **(b)** Educational needs of children of a particular age
- **(c)** Multi-grade classes
- **(d)** Presence of children with special educational/behavioural needs
- **(e)** DES maximum class average directives

Application Procedures for Enrolment St. Caillin's N.S., Fenagh

The enrolment process pertaining to our school is as follows:

1. Enrolment form will be available on the school website.
2. **a. Enrolment of Junior Infants:** Enrolment application forms and information pack may be obtained by contacting the school secretary or principal from Friday 20th November 2026 and completed forms with birth cert attached must be returned to the school before 1.30pm on Tuesday 15th of December, 2026.

   b. Enrolment of Other Pupils Other pupils are enrolled during the school year (if newly resident in the Fenagh area). 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 and available space (and in some cases, the approval of the DES). The school may only accept pupils in this category at the end of each term.
3. An enrolment form, to facilitate the provision of information to the school with regard to the child being enrolled, and to provide data on pupils to Dept. Of Education's Primary Online Database (POD) will be provided and must be completed by the parents/guardians of the child.
4. No child may be enrolled before their fourth birthday and are obliged by law to attend after their sixth birthday.
5. Children enrolled in our school are required to co-operate with and support the school's Code of Behaviour and Anti-Bullying Policy, Acceptable Use Policy (AUP) as well as other policies on curriculum, organisation and management. The BOM places parents/guardians responsible for ensuring that their child (ren) co-operate with said policies in an age appropriate way. These policies may be added to and revised from time to time.
6. ***By signing the application form Parents agree to co-operate fully with and support the school's Code of Behaviour, the school's Anti-Bullying Policy and Procedures and the school's AUP on computer use in particular. (See attached Acceptable Use Policy).***
7. The school must be made aware of any court order which affects the child's welfare and the name of any person into whose custody the child should not be given.
8. In the event of enrolling more than one child a separate application must be fully completed for each child.
9. Decisions in relation to application for enrolment are made by the Board of Management. The Board of Management will notify parents/guardians within **21** days of their decision with regards to the enrolment of their child (ren). The decisions of the BOM in relation to application for enrolment are made in accordance with school policy.
10. Parents, who are dissatisfied with an 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. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department.

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

Enrolment of Children with Additional Educational Needs:

In relation to the enrolment of children with additional educational needs, a copy of the child's medical and/or psychological report is required. If such a report is unavailable, the child must be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training need of the child relevant to his/her disability or additional needs and to profile the support services required.

On receipt of the report the Board will assess how the school could endeavour to meet the needs specified in the report. Where the Board deems that further resources are required it will, prior to enrolment, request the DES to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.
These resources may include, for example, access to, or provision of, any or a combination of the following:

- Visiting teacher service
- Resource teacher for additional needs
- Special needs assistant
- Specialised equipment or furniture,
- Transport services
- Other

The school will meet with the parents/guardian of the child to discuss the child's needs and the school's suitability or capability of meeting those needs. If necessary, a full case conference involving all parties will be held, which may include parents, principal teacher, special class teacher, resource teacher for additional needs, or psychologist as appropriate.

It may be necessary for the Board to decide to defer enrolment of a particular child pending:

1. The receipt of an assessment report and/or the provision of appropriate resources by the DES to meet the needs specified in the psychological and/or medical report.

2. 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.

GDPR (General Data Protection Regulation) came into effect on May 25th 2018.
St. Caillin's N.S. collects and processes personal information to comply with our legal and statutory obligations, including, but not limited to those under the Education Act 1998(as amended), the Education (Welfare) Act 2000, the Education for Persons with Special Needs (EPSEN) Act 2004, the Health Act 1947, the Children First Act 2015, the Child Protection Procedures for Primary and Post Primary Schools 2017, the Teaching Council Acts 2001-2015 and Safety, Health and Welfare at Work Legislation.
We will retain information collected for as long as is necessary and after such time this information will be deleted or shredded.

Please contact the school if you have any further queries on the above.

This policy was reviewed and updated by the Board of Management on 5/10/2026.

Signed: Pat O'Toole(Chairperson)

Signed: Orla Redican(Principal)