

Enrolment Procedure for students who wish to transfer from another school:

- *Application forms are available from the school secretary or on the school website www.kildanganschool.com*
- *Applications can only be made during the school term, up to the **15th of June** each year. A decision on enrolment will be provided by the Board within 21 days of receipt of application. Any applications received after the 15th June each year will be processed in **August** and the Board will endeavor to provide a decision by the **21st of August**. Such applications are processed as late applications and these will be ordered, based on date and time received.*
- *The registration process is initiated on receipt by the school of a completed application. This includes the school's application form, copy of birth cert and proof of address. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school, and is attached as appendix 1 to this policy.*
- *Applications will be processed when proof of current address has been provided. The Board may seek further evidence of residency if in any doubt of address. It is the parent's duty to provide accurate information. Submitting inaccurate, false or misleading information will render the application null and void.*
- *The behaviour record of a student in their previous school shall be considered.*
- *The attendance record of a student in their previous school shall be considered.*
- *The Principal will take the Enrolment Application to the Board of Management for consideration. The application will be considered, bearing in mind the appropriate age of the class. Repeating a level is permitted only in exceptional circumstances and with DES approval. The Board will issue a decision in writing, within 21 days from the date on which the application was received by the school.*

Selection Criteria:

In Kildangan NS, the Board of Management is working towards a maximum capacity of 28 pupils per class, commencing with the forthcoming intake of pupils in 2018/19.

Current classes, which have over 28 pupils will be maintained at their current enrolment number and will not be increased. The Board will not be able to accommodate additional applicants in such classes.

The following order of priority will be implemented in the enrolment of a child seeking to transfer into any class (Junior Infants – 6th Class), if there is a vacancy or in the event of one or more seeking a place in the same class:

1. *Siblings of children who are already part of the school community.*
2. *Children who are resident in Kildangan and its historically affiliated townlands.
Please see the map attached.*

3. *Children who are not resident in Kildangan or its historically affiliated townlands are entitled to a place if there are vacancies after the groups from (1) to (2) have been allocated. Such applicants will be allocated places based on the distance at which they live from the townland boundary and according to the date on which the application was received by the school. Please see the map attached.*
4. *Children of staff members are entitled to a place if there are any vacancies after the groups from (1) to (2) have been allocated places.*

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organization and Management.

Exceptional Circumstances

The school reserves the right to refuse enrolment to any pupil in exceptional cases. For example such an exceptional case could arise either:

- a) *The pupil has needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education, or*
- b) *In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property. The parents/guardians of any pupil who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998 and, in such circumstances, will be advised in writing of their entitlement to such an appeal.*

Appeals

- 1) *Parents/guardians who are unhappy with an enrolment decision may appeal to the Board of Management. This appeal must be addressed in writing to the Chairperson of the Board, stating the grounds for the appeal and lodged within 10 days of receiving the refusal letter.*
- 2) *If unhappy with the outcome of this appeal, they may then appeal to the Department of Education and Skills on the official form provided by the Department, which is available to download from <https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/> This appeal must be lodged within 42 days of the receipt of the refusal letter from the school to:
Section 29 Appeals Administration Unit,
Department of Education and Skills,
Friar's Mill Road,
Mullingar,
Co. Westmeath*