

# Junior Infant Enrolment Procedure

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1. Application forms are available from the school secretary or on the school website [www.kildanganschool.com](http://www.kildanganschool.com). Prospective parents may also access this Enrolment Policy on the school website or request a copy of the policy from the school secretary.
2. 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. The application 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. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.
3. Date of application, child's date of birth, address and telephone contact numbers are recorded in the School Record of Applications.
4. Entry in the School Record of Applications means that an application will be processed in early March of the relevant enrolment year and will be evaluated on the basis of the criteria outlined in this policy. The process of offering places will only begin after the official closing date.
5. 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.
6. Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, which may include an offer of a place or a notice that a child has been placed on a waiting list. If a child has not received a place, the school will notify the parent of their entitlement to appeal under Section 29 of the Education Act 1998.
7. Those who are offered places are asked to accept within a 2 week period.

## **Please note:**

Applications for admission to Junior Infant Class must be made by the closing date, which is the **15<sup>th</sup> February** each year. Failure to apply before the closing date or to provide proof of residency before the closing date will automatically rule applicants out of the Enrolment Process.

### ***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.*

*The following order of priority will be implemented in the enrolment of children into Junior Infants:*

- 1. Siblings of children who are already part of the school community. All new applicants must have reached his/her 4<sup>th</sup> birthday by the 31<sup>st</sup> March of the year of entry. Priority will be given to the oldest.*
- 2. Children who are resident in Kildangan and its historically affiliated townlands. Please see the map attached. Each child must have reached his/her 4<sup>th</sup> birthday by the 31<sup>st</sup> March of the year of entry. Priority will be given to the oldest.*
- 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. Each applicant must have reached his/her 4<sup>th</sup> birthday by the 31<sup>st</sup> March of the year of entry. 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 (3) have been allocated places. Priority will be given to the oldest.*